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Government
Publications

SELECTED STATISTICAL SOURCES RELEVANT TO
SOCIAL AND ECONOMIC ASPECTS OF
ENVIRONMENTAL PROBLEMS
IN ONTARIO AND CANADA

By

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CHAPTER I

OBJECTIVES OF THE REPORT

A. INTRODUCTION

Most of the research on the effects of pollution and waste disposal has been concerned with chemical, physical and biological relationships and changes. Somewhat less is known about the quantitative relationships between pollution and social or economic factors. Quantitative knowledge of the social and economic effects resulting from different levels of pollution would have the following benefits for environmental management:

- (1) Better and more rational environmental standards or objectives could be established.
- (2) Such knowledge would permit a more rational ordering of priorities for different pollution problems.
- (3) Such information would help in choosing the most effective and efficient alternative method of pollution abatement.

Research into the social and economic impacts of pollution and pollution abatement requires a wide range of data from very diverse sources. Locating these data can itself involve much time and effort. Consequently,

an investigation was undertaken to identify and locate some of the primary sources of data which could be used in quantitative analyses of the social and economic effects of pollution in Ontario. The present report is an annotated listing of selected data sources and statistical files which are relevant to such studies.

B. PROCEDURE AND LIMITATIONS

A number of selected statistical sources were examined and their references included in this report. However, the primary objective of the survey was to obtain a complete listing of relevant published and unpublished data files which are held by three Ontario Government Ministries: Environment, Natural Resources and Health. To this end the Record Management Sections and the Archives of each of these Ministries were examined, staff were interviewed and checks were made of the libraries in each Ministry.

The search of the various Ministry records and the interviews were conducted by Mr. Tak Lee, a summer student in the Environmental Approvals Branch.

The report consists of five chapters in addition to this introduction. Chapter II includes selected materials from sources other than the three previously mentioned Ontario Ministries. Statistics Canada, Environment Canada, the Ontario Ministry of Treasury, Economics and Intergovernmental Affairs are the principle sources noted in this section. Information from the Ministries of Environment, Natural Resources and Health

are presented in Chapters III, IV and V. An additional 5 Appendices follow the body of the report.

Statistical series and data files are recorded on a standard reference form. This form provides for the following information:

- (1) Department, Ministry, Agency, Branch and Section
- (2) File Name
- (3) File Schedule Number
- (4) File Objective
- (5) File Description
- (6) File Size (how many pieces of information)
- (7) Key Identifier (ie. location, numeric sequence, name, etc.)
- (8) Confidentiality Status
- (9) Physical Format
- (10) Retention Period:

By Branch

By Record Centre

- (11) Years Available

The data files and sources included in this report were chosen on the basis of several carefully selected criteria. Studies of the social and economic effects of pollution or waste discharges would conceivably involve a statistical correlation of parameters which measure pollution or waste emissions with parameters or proxies which measure social or economic factors. Hence, all files consisting of data

about waste emissions and environmental parameters (ie. dissolved oxygen, chemical quality of air or water, levels of elements in blood, bacterial quality, etc.) are included. All data that might be used to measure the social or economic impacts of pollution are also included. Expenditures on medical facilities or medical manpower would be examples of this type of data. Files dealing with purely administrative aspects of a Ministry's activities are not included.

A current organization chart of each of the three Ministries is provided in Appendix A to further assist researchers.

C. COMMENTS ON USING THESE FILES

Some of the publications and Ministry data files cited in this report may not be available for use by researchers even if the files are classified "not confidential." With respect to the Ontario Government data in particular, potential users are advised to direct their enquiries to the Branch or Section responsible for originating the data and to be specific about their data requirements. If the records in question have been retired to the Ontario Government Central Records Centre at Cooksville, the researcher should contact the Record Management Section of the Ministry concerned. Requests should include the schedule

number whenever it is known.

Most of the data files are not on computerized data management systems. Where such automated systems are available, retrieval of specific data compilations is often greatly facilitated. However, it is usually necessary to contact the individual responsible for the system to obtain the information.

The recording and collation of data is often a time-consuming and expensive proposition. Researchers are urged not to jeopardize public access to the information held by the Government by making frivolous or repetitive requests for data. The inclusion of a detailed research proposal with data requests may facilitate access to the required information.

Each Ministry has an Economic Research or a Policy Planning Division or Branch. For the three Ontario Ministries surveyed in this report, these Branches are:

- (1) Ministry of the Environment - Land-Use Co-ordination and Special Studies Section of the Environmental Approvals Branch.
- (2) Ministry of Health - Research and Analysis Division.
- (3) Ministry of Natural Resources - Policy Research Branch

Researchers should check with these particular sections to see whether similar research is currently being undertaken.

CHAPTER II

PUBLISHED DATA SOURCES

A. STATISTICS CANADA

The content and scope of data collected and disseminated by Statistics Canada need little elaboration for most researchers. Lists of the publications of Statistics Canada and the publications themselves can be obtained at most libraries. More detailed compilations of census data may be requested directly from Statistics Canada in Ottawa or through the Ontario Statistical Centre of the Ministry of Treasury, Economics and Intergovernmental Affairs.

Under the provisions of the Statistics Act, no data may be released which can be attributed to single business establishments or individuals without the permission of the individual or business involved. All data and special compilations are screened by Statistics Canada and information which could be attributed to an individual or a single business establishment are suppressed.

Statistics Canada has developed a computerized data access system called CANSIM/SIS. The system permits access to much of the data collected and stored by Statistics Canada and produces tables and summaries of the data on request. All of the data series available on CANSIM are, of course, aggregated. The system is maintained at SMA

(Societe Mathematiques Appliques) and is accessible to serious users at cost. Researchers may access CANSIM via remote terminals (interactive mode) or by submitting requests directly to Statistics Canada.¹ Customers can use CANSIM software to produce:

- (1) simple computer printouts of information, or
- (2) intermediate data files suited to a number of manipulative programs supplied by Statistics Canada or SMA.

A Census of Manufacturers is conducted annually by Statistics Canada, manufacturing establishments must complete detailed questionnaire giving annual totals of various costs, revenues, fuels, output, chemicals, raw materials and labour in terms of both dollars and physical units where applicable. Compilations are published only in aggregated form and normally with a two-year lag period. Special compilations can be obtained from Statistics Canada within the limitations of confidentiality.

Price indexes of some secondary of scrap metals are published in the monthly Statistics Canada publication: Prices and Price Indexes.² The actual dollar values of these prices are reported in the secondary materials trade literature.³

¹ Researchers desiring the use of CANSIM should contact the Statistics Canada Library in their locality or the Current Economic Analysis Division of Statistics Canada in Ottawa.

² Statistics Canada, Prices Division, Prices and Price Indexes Catalogue 62-002 monthly (Ottawa: Information Canada)

³ See Recycling Today - Secondary Raw Materials

B. ENVIRONMENT CANADA

A survey of data gathering activities of Environment Canada has been completed and will soon be published.¹ A tentative listing of the data sources covered in this publication is presented in Table II-1. This is the most comprehensive survey of Environment Canada data currently available.

C. CANADA CENTRE FOR INLAND WATERS

The Canada Centre for Inland Waters (CCIW) is located in Burlington, Ontario and is a primary source of limnological information and data. Much of these data are stored on computerized storage and retrieval systems. A listing of the data and information collected and held by the CCIW is described in the publication, Guide to Data Holdings of the Inland Waters Directorate.² The titles of the various computerized data banks or retrieval systems are:

- (1) Physiographic Data
- (2) Streamflow and Water Level
- (3) Groundwater
- (4) Glaciology
- (5) The Great Lakes
- (6) Water Quality
- (7) Sediment
- (8) Use of Water Resources
- (9) Planning and Management (WATDOC)

¹ D. Robert Mackay, D. Glenn MacDonell, Environmental Monitoring - A Compendium of Data Gathering Activities of Environment Canada - Draft (Ottawa, Environment Canada, Science Policy Branch, 1974)

² Inland Waters Directorate, Electronic Data Processing Committee, Guide to Data Holdings (Ottawa: Inland Waters Directorate, 1973)

TABLE II - 1

DATA AND INFORMATION CURRENTLY BEING COLLECTED BY

DIVISIONS OF ENVIRONMENT CANADA

ATMOSPHERIC ENVIRONMENT SERVICE

Central and Field Services Directorate

Synoptic Observations
Climatological Data
Upper Air Observing Network
Radiation
Ozone
Radar and Remote Sensing
Ice Data
Dissemination

Atmospheric Research Directorate

WMO Baseline Stations
WMO Regional Network
Urban Background Reference Stations
Canadian Meteorological Tower Network
River Basin Studies
Hydrometeorological Automatic Recording
and Telemetering System (HARTS)

ENVIRONMENTAL MANAGEMENT SERVICE

Canadian Forestry Service

Forest Insect and Disease Survey
Annual Forest Pest Control Forum
Remote Sensing
Forest Inventories
Forest Fire Data

Canadian Wildlife Service

Waterfowl Breeding Pair Survey
Migratory Game Bird Harvest Survey
Species Composition Survey
Woodcock Singing Survey
Breeding Bird Survey
Nest Records Survey
Mammalogy

Continued

TABLE II - 1 (cont'd)

Inland Waters Directorate

The Water Survey of Canada
Hydrology Research Division
Applied Hydrology
Glaciology Division
Water Quality Branch
Canada Centre for Inland Waters

ENVIRONMENTAL PROTECTION SERVICE

Water Pollution Control Directorate

Waste Volumes
Zone of Influence

Air Pollution Control Directorate

National Air Pollution Surveillance Program

FISHERIES AND MARINE SERVICE

Fisheries

Quality Programs
Quantity Programs
Biological Oceanography

Marine Sciences Directorate

Tides and water Levels
Wave Climate Studies
East Coast Operations
West Coast Operations

SOURCE: D. Robert Mackay and D. Glenn MacDonell, Environmental Monitoring - a compendium of Data Gathering Activities of Environmental Canada (Ottawa: Department of Environment, Science Policy Branch, Draft of No. 1974).

Systems and files are described in detail and instructions as to how the data can be obtained are included in this publication.

A Social Sciences Research Group is also established in the CCIW. The Group is primarily engaged planning studies concerning the Great Lakes. A list of other publications of the CCIW can be obtained directly from the Information Officer, Canada Centre for Inland Waters, P.O. Box 5050, Burlington, Ontario, L7R 4A6.

D. ONTARIO STATISTICAL CENTRE

In addition to being involved in the collection and dissemination of Statistics Canada data, the Ontario Statistical Centre compiles and releases additional statistical publications which are of note here. The first is the Ontario Statistical Review, published each year by the Centre. This is due to be replaced by a more comprehensive statistical abstract, which promises to provide researchers with far more detailed information than has been presented in the Review.

One of the most useful publications put out by the Centre is a listing of statistical files held by the Ontario Government.¹ Published annually since 1973,

1

Ministry of Treasury, Economics and Intergovernmental Affairs, Ontario Statistical Centre, Catalogue of Statistical Files in the Ontario Government, (Toronto: Ontario Statistical Centre, TEIGA).

the catalogue contains information on a large selection of the statistical files held by all Ministries and agencies in the Provincial Government. The information contained in the catalogue is updated yearly by standard questionnaires sent to all Ministries. The catalogue is reasonably complete and accurate, although some omissions were discovered when the Ministries of Environment, Natural Resources and Health were surveyed in the course of the present study. This catalogue may be obtained from the Ontario Statistical Centre or from the Ontario Government booksellers.

The Catalogue contains the following information about each data file:

- (1) Ministry/Agency
- (2) File name
- (3) File objective
- (4) File description
- (5) File size
- (6) Key identifier
- (7) Confidentiality status
- (8) Mode of storage
- (9) Retention period

CHAPTER III

DATA FILES MAINTAINED BY THE MINISTRY OF THE ENVIRONMENT

A. INTRODUCTION

The following sources were perused in compiling a list of data files held by the Ministry of the Environment (MOE).

- (1) The Catalogue of Statistical Files in the Ontario Government.
- (2) The Records Management Section of the Administrative Services Branch, MOE.
- (3) The Systems and EDP Branch, MOE.
- (4) Interviews with personnel in the Ministry.
- (5) The Main Library of the Ministry.

The Ministry of the Environment underwent a re-organization in 1974. While every effort has been made to key the files listed in this report according to the current administrative structure of the Ministry, old Branch and Section names are retained for many references in order to facilitate retrieval from the archives. The present organizational structure is compared with the old (pre-April 1974) structure in Table III-1. Materials describing the regional structure and functions of the MOE are presented in Appendix B.

TABLE III - 1
COMPARISON OF THE PRE-APRIL 1974 ORGANIZATIONAL
STRUCTURE OF MINISTRY OF THE ENVIRONMENT
TO CURRENT STRUCTURE

<u>Current Structure</u>	<u>Pre-April 1974 Structure</u>
<u>Administration Division</u>	Administration (same)
<u>Environmental Assessment and Planning Division</u>	
Air Resources Branch	Air Management Branch
Water Resources Branch	Water Quality Branch Water Quantity Branch
Pollution Control Branch	Industrial Wastes Branch (Solid) Waste Management Branch Pesticides Control Service Research Branch
Environmental Approvals Branch	Strategic Planning Branch Industrial Wastes Branch Sanitary Engineering Branch Air Management Branch
<u>Utility and Laboratory Services Division</u>	
Project Co-ordination Branch	Project Development Branch Project Construction Branch Project Operations Branch
Utility Support Services Branch	Sanitary Engineering Branch
Laboratory Branch	Laboratory Branch
<u>Regional Operations Division</u>	Private Waste and Water Management Branch Project Operations (Note: Personnel from various other Branches including Industrial Wastes, Air Management, (Solid) Waste Management and Sanitary Engineering are now working from regional offices.)

B. PUBLISHED REPORTS AND DATA SOURCES

The Ministry produces many technical reports which contain data concerning specific locations or pollution problems. Some of these reports are produced in a series format although some of the series are now discontinued. While most of these reports are available in the Main Library of the Ministry, the Branch from which each report has originated is also listed.

(1) Industrial Wastes Surveys

Prepared by the Pollution Control Branch (formerly the Industrial Wastes Branch of the Ontario Water Resources Commission). These reports survey the liquid and solid waste situation for individual communities.

(2) Biological Surveys

Prepared by the Biology Section of the Water Resources Branch (formerly the Water Quality Branch). Biological surveys of specific lakes and rivers are reported.

(3) Pollution Surveys

Prepared by the Sanitary Engineering Branch (most of the functions of this Branch are now delegated to the Regional Officers of the Ministry). These surveys provide information on both municipal and industrial wastes being discharged. Reports cover counties, townships or villages.

(4) Water Quality Status Report

Prepared by the Water Resources Branch (formerly the Water Quality Branch). Reports concern the chemical and bacteriological quality of the water in specific rivers and lakes.

(5) Comprehensive Water Resources Study

Prepared by the Water Resources Branch (formerly the Water Quantity Management Branch). Studies are of the water needs of cities and include descriptions of municipal water works and sewage treatment plants.

(6) Radiological Water Pollution Surveys

Prepared by the Pollution Control Branch (formerly the Industrial Wastes Branch). Results of radiological tests of water and biological samples are reported.

(7) Operating Summary for Water Pollution Control Plants

Prepared by Project Co-ordination Branch (formerly the Project Development Branch). These are annual reports on the operations of all sewage treatment plants in the Province.

(8) Status of Industrial Pollution Control in Ontario

Prepared by the Pollution Control Branch (formerly the Industrial Wastes Branch). Reports are published every two years and provide data on the progress

and accomplishments of industrial water pollution abatement in the Province.

Staff in the Main Library of the Ministry can provide assistance in locating these and other documents produced by the Ministry.

C. AUTOMATED DATA SYSTEMS

A number of data retrieval systems are being developed by the Systems and Electronic Data Processing (EDP) Section of the Ministry. Some of these systems are listed as unpublished files in the records archives. In order to ensure completeness, the computerized data systems presently operational or under development will be listed and described in this section. This listing is complete as of July 1974.

Two lists of these automated systems are presented. First, all of the various storage and manipulative systems which are available or are being developed by the Ministry are listed in Table III-2. Second, the data bases which have been computerized are presented in Table III-3. Note that the "Major Component Management Information System Areas" in both tables correspond generally to Branches within the Ministry. Where this correspondence is vague, the responsible Branch or Section is included.

STATUS AND DESCRIPTION OF DATA STORAGE AND MANIPULATION SYSTEMS

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
1. Environmental Resources Assessment	Air Quality and Meteorological Information System	Operational	<p>The system processes data from stations monitoring the sulphur, nitrogen, carbon, suspended particle makeup of ambient air, and computes an air pollution index for several cities to assist management in determining when advice and orders should be given concerning the reduction and curtailment of emissions.</p> <p>Modifications and extensions to the system are currently underway.</p>
(a) Air Resources		Operational	<p>The system maintains an inventory of major point sources of pollutants, such as industrial plants, hospitals, municipal incinerators, and on area sources such as apartments, vehicles, works, residential areas, railroads, etc. for use in producing specific reports and for use in modelling for planning and control.</p> <p>Systems development work will be required to extend both the scope of the system and its coverage to such areas as Hamilton, Ottawa, Sarnia, Windsor, London, etc.</p>
		Operational	<p>A simulation model that processes air emission inventory data from industrial plants, hospitals, municipal incinerators, and on area sources such as apartments, vehicles, works, residential areas, railroads, etc. and meteorological data in order to evaluate various planning decisions with respect to the impact on the quality of air. It has been used in developing long-range plans for Metropolitan Toronto.</p> <p>The model is being modified and extended for use in other areas of the Province.</p>

continued

D E S C R I P T I O N			
MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	
(a) Air Resources	(continued.....) Lead Data Analysis System	Development	<p>The objectives of the Lead Data Analysis System, to be designed, developed, implemented and operated are: to create and maintain a computerized data base comprised of seven files involving the participation of three agencies</p> <p>-- Ministry of the Environment -- Ministry of Health -- Toronto Health Department</p> <p>ensuring that each file is edited and appropriately indexed as to time and location and constructed so as to be capable of supplying sets of data as required for output analysis in order to assess the effect of lead in the environment on human life; to provide various statistical analysis on each file as specified and to provide a multiple regression analysis of blood lead levels and various other factors as indicated; and to assess future analysis needs and provide estimates of resources and costs.</p>
(b) Water Resources	Water Quality Information System	Operational	<p>The automated system stores water quality data collected at stations set up in lakes and rivers throughout the Province and provides selective retrieval capabilities with respect to location, time, parameter and result for use in determining where pollution problems exist and to assist in the management of water resources of the Province.</p> <p>A number of modifications and extensions, including the integration of the River Basin Module with the Great Lakes and Recreational Lakes modules are currently underway.</p>
	Water Wells Information System	Operational	<p>The system stores hydrologic and geologic data collected from water well record forms, and provides selective retrieval capabilities as well as contoured mapping outputs for use in ground water management.</p>

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
(b) Water Resources	(continued...) Streamflow Analysis	Operational	<p>Much of the data concerning flow of water in streams originates from unattended gauges which produce continuous graphs of fluctuation in stream level. These graphs are picked up periodically and converted into streamflow data. A system was developed to facilitate the translation of stream gauge chart readings into meaningful water flow information through the use of digitizing equipment and computer processing.</p> <p>A set of programs was also developed to analyse mean daily flow data gathered from streamflow gauging stations to determine such things as low flow frequency characteristics, flow duration characteristics, and seven day mean flow values. These programs are being reviewed and a new programming approach adopted to expedite processing.</p>
	Water Quality/ Quantity Meter Processing Hydrologic Information System	Operational Implement- ation	<p>This system edits and stores water quality/quantity data collected from continuous recording meters located in lakes, and retrieves this information for reporting purposes and for use in modelling to assess the transport of pollutants by near shore currents in order to evaluate alternative sites for water intakes and pollution outfalls.</p> <p>An information system that edits, stores and retrieves hydrologic data including such parameters as rainfall, snow melt, soil moisture and streamflow has been designed, developed and is now being implemented. This system will not only provide selective retrieval reports as required, but will also be used to provide data for the Hydrologic Model being developed.</p>

continued

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
(b) Water Resources	(continued....) Lake Dispersion Modelling	Operational	<p>This system processes wind, harbour configuration, water current and water meter, industrial and municipal loadings and dispersion data and it produces a time history of the water quality on a grid superimposed on the harbour as well as producing plots of current patterns at various selected time points in order to gain a better understanding of the water dynamics and the chemical and biological processes existing, and be able to assess the possible effects of changing the configuration of the harbour and the industrial and municipal loadings discharged into it.</p> <p>The primary model has been developed for the Hamilton Harbour Study and is now in operation. This model, after adjustments and extensions have been made, will be used in the Toronto Harbour Study in the fiscal year 1974/75. Use of this model is also planned for the Thunder Bay Study. Additional models may have to be developed.</p>
River Basin Water Quality Simulation Modelling		Operational	<p>The simulation model developed processes data describing the physical characteristics of the river reach, streamflow data, chemical reaction coefficients, industrial and municipal loadings, sunlight intensity and rates of photosynthesis of aquatic plants, and other pertinent data in order to evaluate the possible effects of various planning decisions with respect to low flow augmentation, different waste loading treatment levels, and different quantities of waste flow. The results of this model will be used to assist in developing comprehensive guidelines for the management of the basin's water resources with a view to providing sufficient water of high quality for recognized water uses and protection against flooding and erosion.</p> <p>The model was developed for use in the Thames River Basin Study. This model incorporating modifications and adjustments as required, will also be used in the Grand River Basin Study.</p>

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
(b) Water Resources	(continued...) River Basin Hydrologic Modelling	Implemen- tation	<p>The Hydrologic Model processes precipitation, interception, storage, evapotranspiration, temperature, net radiation, surface storage, surface runoff, streamflow, infiltration, and other pertinent hydrologic data in order to further the understanding of the hydrologic cycle associated with major climatic and geologic areas, to reconstruct past and present conditions and to predict future events relating to hydrological phenomena for use in solving water resources problems dealing with evaluation, design, management and regulation.</p> <p>This model is being used first on the Bowmanville, Soper and Wilmot Creek Basin. The model will be calibrated on field data, run on hand-picked data, and then run on data from the Hydrologic Information System.</p> <p>The model, incorporating adjustments and extensions as required, will then be run on four other IHD representative basins in 1974 and 1975.</p>
Other Water Management Support Programs		Anticip- ated	<p>Systems development work is anticipated on the following areas:</p> <ul style="list-style-type: none">- Great Lakes Land-Use Drainage Study- International Joint Commission Reporting- Water User Survey Analysis- Remote Sensing- Environmental Resources Assessment Control System- Environmental Resources Standards Control System- Environmental Resources Needs Control System- Contaminant Data Analysis System

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
2. Pollution Control (a) Industrial Wastes Section	Industrial Pollution Control Management Information System - Industry Descriptor Module	Implementation	The module processes data identifying, locating and describing industrial plants, provides a base of common information upon which the other modules in the system can draw, and contains the linkages and keys to facilitate integration of industrial data with data from other systems and modules.
	- Industry Control Point Descriptor Module	Implementation	The module describes various control points within a plant where monitoring information is required. These control points may be in-plant sample points, discharge and emission points, intermediate control points, water intakes, etc. Each record contains data on operation periods, disposal methods, sampling programs, etc.
	- Industrial Pollution Monitoring Module	Implementation	The module processes data submitted by companies on all parameters associated with each control point in a plant in order to arrive at monthly loadings and concentrations and to facilitate the exercise of controls when control limits have been exceeded.
	- Industrial Treatment Facilities Module	Assessment & Design	The module processes data describing various types of treatment processes installed or being installed in industrial plants, the time and money involved, the status, and facilitates the evaluation of the effectiveness of treatment when placed into operation.

continued

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
(a) Industrial	(continued...) - Industrial Surveillance Control Module (Staff Action System)	Assessment	The module processes data supplied by regional staff resulting from surveillance visits to plants with respect to recommendations for follow-up visits, comments on treatment facilities, results of Ministry samples, spills and accidents, complaints and follow-up actions, changes in plant production schedules and volumes, etc. in order to facilitate the maintenance of up-to-date information on plants and to facilitate the application of appropriate controls where necessary.
(b) Municipal Sewage Unit	- Industrial Plant Inventory Module - Utility Pollution Monitoring Module	Design	The module processes data describing the operation of plants and contains data on such things as management personnel, operating and seasonal schedules, enforcement records, products, by-products, raw materials, chemicals, etc.
	- Utility Surveillance Control Module (Staff Action System)	Development	See Module description under Utility Management Information System.
		Assessment	" " " " " "

continued

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
(c) Solid Wastes Unit	Litter Survey Analysis	Operational	<p>The system processes data collected from survey questionnaires describing the area covered by the survey and detailing the type of litter encountered in order to determine the extent of the problem and assess appropriate means of providing cleanup.</p> <p>A GIS approach was adopted for editing input data, maintaining master file data and producing information retrieval reports as required.</p>
	Derelict Motor Vehicle Survey Analysis	Operational	<p>The system processes data collected from the survey questionnaires describing the sites of derelict motor vehicles, the density, ownership, access and other pertinent data in order to determine the extent of the problem and assess alternative means of planning pickup routes and establishing collection centres.</p> <p>A GIS approach was adopted for editing input data, maintaining master file data and producing information retrieval reports as required. The system is now operational. Occasional information retrievals are handled on request. Additional surveys may be conducted.</p>
	Newspaper Recycling Survey Analysis	Operational & Dormant	<p>The system processes data detailing the addresses and number of occupants in each establishment, data collected from survey questionnaires detailing the volumes of newspapers collected at each establishment each week over a 32 week period in order to assess the potential benefits that might be obtained from a newspaper recycling programme.</p> <p>A GIS approach was adopted for the editing of input data, maintenance of master file data, and production of information retrieval reports as required.</p>

continued

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MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	DESCRIPTION
(c) Private Sewage Unit	(continued...) Cottage Pollution Information System	Operational & Dormant	<p>The system processed data collected during surveys identifying permanent residents and cottage owners in cottage areas describing the facilities, drinking water source, septic tank and tile field details, bacteriological sample results, recommended action and comments, and other pertinent data in order to determine what control and abatement procedures were necessary to protect the water resources in the area.</p> <p>A GIS approach was used to edit the input data, maintain the master file data, and produce retrieval reports on request.</p> <p>Reports on 1972 and 1973 data have been produced and forwarded to the Pollution Control Branch. The automation of cottage pollution survey data for 1974 has been suspended.</p>
3. Environmental Approvals	Environmental Approvals Study	Underway	<p>The immediate objectives of a brief review being conducted are:</p> <ul style="list-style-type: none"> - identify the various elements and data needs associated with each of the approval activities - determine commonality amongst the various elements and data needs - identify urgent problems, concerns, etc. associated with the approvals function that warrant immediate remedial action - Recommend policies and procedures that will aid in resolving the problems, concerns, etc. identified - Identify a plan, consistent with the stated overall (long-term) objective, for the development of component environmental approval data storage and retrieval systems.

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
3. Environmental Approvals	(continued...) Water-Taking Control System	Assessment	<p>The system would process data identifying, locating and describing takers and users of water, uses made of water, needs, methods of withdrawal and application, quantities requested, quantities used, controls, etc. in order to facilitate the management of water supplies.</p>
	Pesticides Control System	Assessment	<p>The objectives of the system to be developed are:</p> <ul style="list-style-type: none"> - to facilitate the licence issue and renewal operations by reducing or eliminating, where possible, the manual effort involved - to reduce the need for maintaining hard copy data files - to facilitate the selective retrieval of data pertaining to licences - to facilitate the recording and verification of revenues received for examinations taken and licences issued - to facilitate the selective retrieval of data pertaining to permits issued - to provide storage and retrieval facilities with respect to toxicity and first-aid data pertaining to pesticides for use in connection with emergencies such as spills and poisonings and routine medical enquiries

continued

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
4. Utility - Pollution Control Branch, Municipal Sewage Unit	Utility Manage- ment Information System - Utility Descriptor Module	Operational	The module processes data identifying, locating and describing utilities, provides a base of common information upon which the modules in the system can draw, and contains the linkages and keys to facilitate integration of utility data with data from other systems and modules. The data carried in the module may be summarized as follows: type of utility (sewage, water, other); ownership; status; works type; capacity; municipality name, class, population; county, district region; latitude, longitude; UTM easting and northing; hydrologic codes; water-course name.
	- Utility Requirements Module	Operational	The module processes data identifying problems and requirements, priorities and agreements, facility types and capacities, time schedules and costs across the province in order to facilitate long-range planning with respect to the development and construction of utilities.
	- Utility Multi-Year Forecasting Module	Operational	An "old" multi-year forecast program was developed to facilitate the compiling of the report. This program will be used in the preparation of the 1974 report.
		Assessment	The development of a "new" Multi-Year Forecast Module Linked directly to the development steps of projects and providing automatic updating routines to facilitate the long-range planning and controlling of finances is planned.

continued

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
4. Utility - Pollution Control Branch, Municipal Sewage Unit	(continued....) - Utility Development Scheduling & Control Module	Implementation	<p>The module processes development step data in order to facilitate the scheduling, rescheduling, reporting of progress and control aspects associated with the development and construction of water and sewage utilities. The implementation of this module will also facilitate the updating of multi-year forecasts, annual budget and expenditure control, and the maintenance of performance data on outside agencies.</p> <p>The first two reports available in the system are:</p> <p>-- project schedule report -- project status report</p> <p>Other reports, for example showing projects by current step now or by current step anticipated at some future date, are envisaged, and will be developed as required.</p>
Project Co-ordin- ation	- Utility Outside Agency Performance Module (Contract Services)	Operation	<p>The module processes data on agencies with respect to name, classification of job performed, type of job performed, job commencement date, location, planned/actual job completion dates and planned/actual job fees in order to facilitate the evaluation and selection of engineering consultants, contractors and bonding companies.</p> <p>Selective retrieval reports are run on request and may reflect any one or any combination of the above information items in any desired sequence.</p>

Continued

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS		PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
4. Utility - Project Co-ordination Branch	(continued...)	- Utility Pollution Monitoring Module	Development	<p>This module reports on loadings in and out of water and sewage works in order to facilitate operational control, report on loadings being discharged to receiving waters, evaluate effects on water quality, and appraise effectiveness of various types of facilities.</p> <p>It is anticipated that much of the module developed for industrial pollution monitoring can be used for utility pollution control.</p>
		- Utility Inventory Evaluation Module	Assessment	<p>This module reports on the types and capacities of facilities existing in plants and is used in conjunction with the utility loadings and operating performance objectives and criteria of the Utility Pollution Monitoring Module to facilitate the evaluation of equipment and to assist in the forecasting of additional requirements.</p>
		- Utility Rate Calculation Program	Operational	<p>This program calculates the service rate per 1,000 gallons of treated water or sewage and if the rate is excessive, determines the amount the project may be eligible for under the Provincial Assistance scheme. In most cases, the rate is calculated several times to determine the effect of varying conditions.</p> <p>Input includes estimated yearly flows, operating costs and populations, as well as interest rates, connection charges and proposed stages of development.</p> <p>Output reports show the calculated services rate, the amount of Provincial assistance (if applicable) and the breakdown of costs applying this rate over a period of years (usually 20).</p>

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	PROJECT SYSTEM MODULE	STATUS	D E S C R I P T I O N
4. Utility - Project Co-ordination Branch	(continued...) Capital Costs Budgeting & Expenditure Control System	Operational	<p>The system facilitates the preparation of capital cost budgets and the control of expenditures.</p> <p>The Financial Services System utilizing a COBIS computer package system has been employed over the last year for producing the capital costs budgeting and expenditure control reports. The use of this system was meant as a temporary solution to last until the development scheduling and control module was implemented and a re-assessment of the multi-year forecast and annual budget/expenditure control needs could be made.</p>
5. Laboratory	Laboratory	Assessment	<p>The purpose of the project is to evaluate, design and implement a system to achieve the following objectives:</p> <ul style="list-style-type: none">- speed up and facilitate sample throughput- facilitate preparation and distribution of analytical results and internal laboratory management and quality control information- facilitate selective retrieval, tabulation, comparative analysis and mathematical interpretation of laboratory generated data

SOURCE: Ontario Ministry of the Environment, Systems and EDP Section, Management Information Systems Development Strategy (Draft) (Toronto: MOE, July 1974)

TABLE III - 3
STATUS AND DESCRIPTION OF COMPUTERIZED DATA BASES

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	DATA FILE	STATUS	DESCRIPTION
1. Environmental Resources Assessment			
(a) Air Resources	Air Quality & Meteorology Data	Operational	This file contains data on the levels of air pollutants measured by a network of stations and meteorological data for several instrumenta towers.
	Air Pollution Emission Inventory	Operational	This file contains information on air pollution emission or information used to estimate pollution emissions for industries, commercial and public buildings, automotive ships, railroads, residents, apartments.
(b) Water Resources	Water Quality Sample Master	Operational	This file contains sample submission and test results data for water samples taken from lakes and rivers.
	Water Quality Station Description	Operational	This file contains information on each sampling station with respect to station type, agency setting up the station and location.
	Water Quality Parameter Description	Operational	This file contains information describing parameters, detail measurement procedures and dates procedures in effect.
	Water Well Master File	Operational	This file contains information on all water wells drilled by contractors in Ontario since 1947 with respect to location, ownership, depth, formations encountered during drilling, construction data, etc. for purposes of providing data on water bearing formations.
	Water Well Municipal	Operational	This file contains municipality codes and names.

continued

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	DATA FILE	STATUS	DESCRIPTION
(b) Water Resources (continued...)	<p>Water Well Drillers</p> <p>Streamflow</p> <p>Water Quality/ Quantity Meter</p> <p>Hydrologic Master</p> <p>Hydrologic Station Description</p>	<p>Operational</p> <p>Operational</p> <p>Operational</p> <p>Implemen- tation</p> <p>Implemen- tation</p>	<p>This file contains water well driller codes, names and addresses.</p> <p>This file contains data on flow values for rivers and streams for water quantity evaluation.</p> <p>These files contain readings of currents, directions and various parameters for statistical analysis and lake dispersion modelling.</p> <p>This file contains information on precipitation, streamflow, snowfall, soil moisture, evaporation, etc. for statistical analysis, plotting, reporting and hydrologic modelling.</p> <p>This file contains information on stations with respect to type, description, location, etc.</p>
<p>2. Pollution Control</p> <p>(a) Industrial Wastes Section</p>	<p>Industry Descriptor</p> <p>Industry Control Point Descriptor</p> <p>Industrial Pollution Monitoring Summary Master</p>	<p>Implemen- tation</p> <p>Implemen- tation</p> <p>Implemen- tation</p>	<p>This file identifies, describes, classifies and locates industrial plants discharging pollution to receiving waters.</p> <p>This file identifies, describes, locates and gives prime data on control points within an industrial plant where monitoring information is required.</p> <p>This file contains data on all parameters associated with each control point in a plant such as levels, methods of analysis, measurement code, etc. and provides monthly calculated average loadings and concentrations.</p> <p>continued</p>

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	DATA FILE	STATUS	DESCRIPTION
(a) Industrial (continued...)	Industrial Pollution Raw Data	Implemen- tation	This file contains individual monitoring results for each parameter for each control point sent in by a plant.
	Industrial Parameter Description	Implemen- tation	This file contains descriptions of parameters and characteristics.
	Industrial Surveillance (Staff Action)	Assessment & Development	
(b) Municipal Under Utility Area			
(c) Private - Pollution Control Branch, Solid Wastes Unit	Litter Survey	Operational	This file contains information on site identification, type of area and type of litter encountered.
	Derelict Motor Vehicle Survey	Operational	This file contains information on site identification, type of area and type of derelict motor vehicles encountered.
	Cottage Pollution Survey Master	Operational & Dormant	This file contains information identifying, locating and describing cottages, their waste and disposal methods, and follow-up action required.
Environmental Approvals	Water-Taking Permits	Assessment	
	Water-Taking Activity	Assessment	
	Pesticides Control Files	Assessment	
Utility - Pollution Control Branch, Municipal Sewage Unit.	Utility Descriptor	Operational	This file identifies, classifies, describes, locates and gives prime data on water and sewage plants across the province.
			continued

MAJOR COMPONENT MANAGEMENT INFORMATION SYSTEM AREAS	DATA FILE	STATUS	DESCRIPTION
<p>4. Utility (continued...)</p> <p>Pollution Control Branch, Municipal Sewage Unit</p> <p>Project Co-ordination Branch</p>	<p>Utility Requirements</p> <p>Utility Multi-Year Forecasts</p> <p>Utility Development</p> <p>Utility Outside Agency Performance</p> <p>Utility Control Point Descriptor</p> <p>Utility Pollution Monitoring Summary Master</p> <p>Utility Pollution Raw Data</p> <p>Utility Inventory</p> <p>Utility Capital Costs Budgeting & Expenditure Files</p>	<p>Operational</p> <p>Operational & Development</p> <p>Implemen- tation</p> <p>Operational</p> <p>Assessment</p> <p>Assessment</p> <p>Assessment</p> <p>Assessment</p> <p>Operational</p>	<p>This file contains information on types of requirements, funds needed and time frame involved for water and sewage plants across the province.</p> <p>This file contains information on multi-year capital cost requirement for Ministry plants.</p> <p>This file contains information on development steps with respect to scheduled and actual completion dates for Ministry projects.</p> <p>This file contains information on planned and actual times and monies spent by consultants, contractors and bonders on various types of jobs associated with the development of Ministry water and sewage works.</p> <p>These files contain annual budgeting and expenditure data on Ministry water and sewage plants.</p>
<p>5. Laboratory Branch</p>	<p>Laboratory Files</p>	<p>Assessment</p>	

D. UNPUBLISHED DATA AND RECORD FILES

A compilation of all the relevant data files and record schedules held by the Ministry of the Environment is presented in Appendix C. These references are presented in a standard format although all information about a particular record file may not be available in every case.

While most of these files refer to materials in the records archives of the Ministry, some of the newer files are currently being maintained by the responsible section and no official Record Schedule has yet been established. For either type of record file, the data are often held for two or three years by the Branch which collects it or is otherwise responsible for the information. Earlier records may either be retained by the Branch or sent to the Central Records Depository located at Cooksville. Each Branch has a records clerk who will have access to most current records. Inquiries concerning Ministry of the Environment records which are in storage at Cooksville should be directed through the Records Management Section, Administrative Services Branch, MOE. In such cases, the Schedule Number is required to retrieve the records.

E. OTHER DATA SOURCES

One final index to information and data held by the Ministry of the Environment is the annual publication, Inventory of Research Projects, the first of which appeared in 1974. The inventory includes:

- (1) All projects conducted outside the Ministry, through Ministry of the Environment funding;
- (2) All projects of the Research and Laboratory Branches;
- (3) Any in-house activity which involves fundamental research;
- (4) Major regional studies, pilot programmes, and experimentation with new technological or administrative approaches to established operations.

The latest edition of this survey may be obtained from the Information Services Branch of the Ministry of the Environment.

CHAPTER IV

DATA FILES MAINTAINED BY THE MINISTRY OF NATURAL RESOURCES

A. INTRODUCTION

The Ontario Ministry of Natural Resources collects and maintains a great deal of data on human uses of the natural environment. Sport and commercial fishing, trapping and hunting, outdoor recreation, mining and forestry all fall under the pervuew of the Ministry of Natural Resources. This Ministry also publishes a number of annual statistical digests on various subjects.

The following sources were surveyed:

- (1) The Catalogue of Statistical Files.
- (2) The Record Management Section of the Ministry of Natural Resources.
- (3) The Information Branch of the Ministry.
- (4) Staff members of various Branches.

B. PUBLISHED DATA SOURCES

A list of the annual statistical publications of this Ministry is presented below:

- (1) Statistics - A Selection of Statistics Supplementary to the Annual Report of the Minister - prepared by the Information Branch.
- (2) Ontario Provincial Parks Statistics
- (3) Annual Review Mineral Industry (Natural Resources Mineral Review).
- (4) Annual Statistical Report on the Mineral Production of Ontario
- (5) Ontario Commercial Fish Industries Statistics.

C. CURRENT PROJECTS AND DATA FILES

Interviews with staff members in the Ministry of Natural Resources revealed a number of data files not found in either the Catalogue or in the records archives of that Ministry. These data files are listed below.

(1) File Title: Mineral Deposits
Agency: Division of Mines, Geology Branch
Description: Includes deposit name, location, commodities from the particular deposit, detailed geological description, economic features (mainly tonnages and grade of reserves), the history of development, selected references and the history of ownership.

(2) File Title: Toxic Materials File
Agency: Division of Fish and Wildlife
Description: Contains results of investigations into the toxicity of various materials to fish.

- (3) File Title: Potential Sustained Yield of Lakes
(Southern Ontario)

Agency: Division of Fish and Wildlife, Sport
Fisheries Branch.

Description: Lists estimated acreage of Ontario lakes
and watercourses. Extrapolation of potential fishery yields
in all lakes based on data from actual yield of lakes which
have been surveyed.

- (4) File Title: Public Water Access Points

Agency: Division of Parks, Park Management Branch

Description: Data on public water access points.

- (5) File Title: Provincial Park Statistics (1959
to Present)

Agency: Division of Parks, Park Planning Branch.

Description: Information on the characteristics
and the use of 120 provincial parks including facilities,
number of visitors, number of campers, length of stay, etc.
is being collected. This data is used for budgeting and planning
purposes and for projecting future use.

- (6) File Title: Park Day-Users Survey

Agency: Division of Parks, Park Planning Branch.

Description: Results of the first stage of a
continuing survey programme designed to provide quantitative
information on park users. Includes data on the numbers of

users, activities pursued, attitudes of users, origins of users and size or party.

(7) File Title: Park User Survey, 1966, 1968, 1969, 1970.

Agency: Division of Parks, Park Planning
Branch.

Description: Surveys of park users and uses are undertaken every two years.

(8) File Title: Cottage Survey

Agency: Division of Lands, Land-Use Co-ordination
Branch.

Description: Data on recreational activities, expenditures and cottagers' destination, origin and attitudes.

(9) File Title: Environmental Protection Areas -
Sensitive Areas

Agency: Division of Lands, Land-Use
Co-ordination Branch.

Description: Maps are being prepared which indicate "sensitive areas". These are areas of land and/or water which provide positive values to the public and the environment. Parameters such as special geological or geomorphological features, waterfalls and rapids, headwater areas, unique plant communities, deer yards, fish spawning areas, waterfowl nesting areas, historic burial grounds,

battlegrounds, buildings, trading posts, abandoned mining or lumber camps and representative landscapes and representative environments are noted in the maps.

(10) File Title: Environmental Protection Areas -
Hazard Lands

Agency: Division of Lands, Land-Use Co-
ordination Branch.

Description: Maps indicating all lands having physical/
environmental hazards which present a potential threat to life
and property. Hazard lands include flood plains, lands with
poor drainage or other problem soil conditions, erosion and
slope instability, and areas with features such as uncapped
abandoned gas and oil wells, abandoned mine shafts and
Karst topography.

(11) File Title: Ontario Land Inventory

Agency: Division of Lands, Surveys and
Mapping Branch.

Description: In conjunction with the Canada Land
Inventory, maps have been produced which detail different use
capabilities and inventory various resources. Some information
is over 10 years old.

(12) File Title: Conservation Authority Reports
1958 to present.

Agency: Division of Finance and Administration,
Conservation Authorities Branch

Description: These annual reports contain very extensive data on natural resources of conservation areas, social and economic development, water and related land resources problems, present and future needs for water and land resource development.

(13) File Title: Ontario Recreation Supply Inventory

Agency: Division of Parks

Description: Surveys have been undertaken to record the existing facilities and resources in the Province which are involved in the supply of 60 recreational activities. These activities are listed in Table IV-1. Data inputs come from various Branches of the Ministry of Natural Resources as well as the Ministries of Industry and Tourism, TEIGA, Community and Social Services and Transportation. Data will be stored on a computerized data storage and retrieval system.

Table IV - 1 Continued

- (19) Recreational Bicycling
- (20) Recreational Motorcycling, Trail or minibiking
- (21) Recreational Snowmobiling
- (22) Visit a zoo or Botanical Garden
- (23) Visit to other Nature Exhibits
- (24) Going on Guided Nature Tours
- (25) Outing to View or Photograph fish, Birds or Animals in
their Natural Surroundings
- (26) Outing to View, Photograph or Collect Plants in their
Natural Surroundings, and View Caves
- (27) An Outing to View, Photograph or Collect Rocks in their
Natural Surroundings, and View Caves
- (28) Developed historic sites
- (29) Visit a Museum or Art Gallery
- (30) Attend a Sporting Event as a Paying Spectator
- (31) Attend a live theatre or Concert Performance
- (32) Attend an Annually Scheduled Fair, Exhibition, Sportsmen
Show, Festival or Similar Special Event
- (33) Camping
- (34) Visit a private non-commercial Cottage, Chalet, or
other form of season residence
- (35) Visit a Motel, Hotel, Tourist Resort
- (36) Baseball, Softball or Fastball
- (37) Ice Hockey

continued

Table IV - 1 Continued

- (38) Football (Canadian)
- (39) Curling
- (40) Soccer
- (41) Basketball
- (42) Rugger
- (43) Lacrosse
- (44) Volleyball
- (45) Field Hockey
- (46) Horseback Riding (Equestrian Sports, English, Western)
- (47) Golf
- (48) Ice Skating
- (49) Tennis
- (50) Badminton
- (51) Squash
- (52) Handball (European)
- (53) Alley Bowling
- (54) Lawn Bowling
- (55) Track & Field
- (56) Gymnastics
- (57) Recreation flying, gliding
- (58) Archery (organized ranges)
- (59) Trap and skeet shooting
- (60) Gymnasium Sports

D. UNPUBLISHED DATA FILES

Relevant data files which were gleaned from the Catalogue, the Records Management Section and from interviews at the Ministry of Natural Resources are presented in Appendix D.

CHAPTER V

SELECTED DATA SOURCES FROM THE MINISTRY OF HEALTH

A. INTRODUCTION

The Environmental Health and the Research and Analysis Divisions of the Ministry of Health deal with information and problems which are most relevant to the concerns of this report. However, due to time limitations, personal interviews could not be undertaken in this Ministry.

The Record Archives of the Ministry were examined, as were the publications lists supplied by the Communications Branch of the Ministry. It should be noted that the listing of data files in the Catalogue of Data Files in the Ontario Government is especially complete with respect to the Health Ministry.

B. PUBLISHED SOURCES

Raw data on health are difficult to interpret and utilize meaningfully. Researchers may find it convenient to review the series of Special Reports prepared and published by the Research and Analysis Division of the Ministry of Health. A list of the reports published in this series is presented in Table V - 1.

TABLE V - 1

SPECIAL REPORTS PUBLISHED BY THE
RESEARCH AND ANALYSIS DIVISION,
ONTARIO MINISTRY OF HEALTH,
1961 TO PRESENT

REPORT NUMBER	TITLE	DATE PUBLISHED
<u>GENERAL MORTALITY</u>		
<u>Chief Causes of Death in Ontario,</u>		
12	1956-1959.....	June, 1961
*15	1956-1961.....	March, 1972
*22	1957-1961.....	July, 1963
29	1960-1964.....	April, 1966
42	1962-1966.....	April, 1969
48	(With a Supplement on Homicide) 1964-1968.....	March, 1971
<u>INFANT MORTALITY AND STILLBIRTH</u>		
<u>Infant, Neonatal and Perinatal Mortality</u> <u>and Stillbirths, Ontario,</u>		
20	1925-1960.....	March, 1963
43	1925-1967.....	July, 1969
<u>Stillbirths in Ontario,</u>		
*25	1921-1961.....	April, 1964
47	1921-1967.....	June, 1970
<u>MATERNAL MORTALITY IN ONTARIO,</u>		
21	1921-1960.....	April, 1963
*39	1921-1966.....	July, 1968
<u>CONGENITAL ANOMALIES</u>		
<u>Congenital Abnormalities Reported by Physicians,</u> <u>Infants Born Alive and Stillbirths, Ontario,</u>		
13	1960.....	Nov., 1961
18	1961.....	Oct., 1962
*23	1962.....	Dec., 1963

Continued

TABLE V - 1 (cont'd)

REPORT NUMBER	TITLE	DATE PUBLISHED
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CONGENITAL ANOMALIES (cont'd)

Congenital Anomalies Reported by Physicians,
Live Births and Stillbirths, Ontario,

*28	1964.....	April, 1966
33	1966.....	August, 1967
*40	1967.....	Jan., 1969
50	1969-1971.....	Nov., 1973

CANCER STATISTICAL REPORTS

The Annual Statistical Report on Cancer, Ontario,

10	24th Report, 1959.....	Jan., 1961
14	25th Report, 1960.....	Jan., 1962
19	26th Report, 1961.....	Jan., 1963
24	27th Report, 1962.....	April, 1964
26	28th Report, 1963.....	Dec., 1964
27	29th Report, 1964.....	April, 1965
31	30th Report, 1965.....	Oct., 1966
34	31st Report, 1966.....	Oct., 1967
*41	32nd Report, 1967.....	Feb., 1969
45	33rd Report, 1968.....	Feb., 1970

SPECIAL MORTALITY STUDIES

Autopsies in Ontario,

11	1956-1958.....	Feb., 1961
*37	1963-1965.....	April, 1968

Mortality from Motor Vehicle Traffic Accidents,
Ontario,

*35	1961-1965.....	March, 1968
*36	1966-1970.....	June, 1973

Suicide and Self-Inflicted Injury, Ontario,

*30	1959-1963.....	May, 1966
*46	1963-1967.....	March, 1970

continued

TABLE V - 1 (cont'd)

REPORT NUMBER	TITLE	DATE PUBLISHED
<u>ANALYTICAL STUDIES</u>		
*16	<u>Mortality Trends for Certain Sites of Cancer, Ontario, 1950-1959.....</u>	April, 1962
17	<u>Study of Deaths in which Tuberculosis was Mentioned on the Medical Certificate of Death, Ontario, 1960.....</u>	July, 1962
*32	<u>A Study of the Loss of Expected Years of Life Due to Certain Causes, Ontario, 1931-1962...</u>	July, 1967
*35	<u>Trends in Reported Case Incidence and Mortality, Certain Infective Diseases, Ontario, 1924-1965.....</u>	Feb., 1968
*38	<u>The Growth and Structure of the Population of Ontario, 1881-1966.....</u>	July, 1968
44	<u>Trends in Vital Statistics, Ontario, 1931-1966.....</u>	Nov., 1969

* out of print

Other publications which provide statistics relating to health are:

(1) Quarterly Statistical Bulletin

Health and Welfare Department, Ottawa.

This serial publication contains comprehensive statistical tables on social security, pension plans, family allowances, hospital insurance, and expenditures and grants.

(2) Vital Statistics, Province of Ontario

Office of the Registrar General of Ontario.

An annual statistical publication.

(3) Environmental Quality and Health - 1973

An annual report of the Ontario Council of Health. This report provides a useful overview of health problems in Ontario and indicates who is working on various problems. Table V - 2, extracted from the Council of Health Report, lists the various kinds of environmental monitoring being carried out in Ontario.

C. UNPUBLISHED DATA

Data files which are held by the Ministry of Health and which are relevant to the objectives of this report are presented in Appendix E.

ENVIRONMENTAL MONITORING IN ONTARIO

<u>Items Monitored</u>	<u>Responsible Agency</u>	<u>Programme</u>	<u>Use of Data</u>	<u>Remarks</u>
Air Pollutants - carbon monoxide, hydrocarbons, oxides of nitrogen, oxides of sulphur, oxidants and particulates. Many other substances as need arises.	Air Resources Branch, Ministry of the Environment.	Both continuous and intermittent monitoring devices. Fixed and mobile equipment. Specific analysis of point sources.	Public announcement of air pollution index. Abatement programs. Specific surveys, as requested.	There is need for biological monitoring, e.g., metal and other residues in man. This should be done by Ministry of Health.
Water - public supplies.	Water Resources Branch, Ministry of Environment.	Routine basis, only for supplies handled by Ministry. Otherwise, special studies as indicated.	Internal controls.	Unusual findings should be transmitted routinely to Ministry of Health.
Ecology - Land use planning.	Ministry of Treasury, Economics and Intergovernmental Affairs.	Regional development studies such as Haldimand-Norfolk Environmental Appraisal. Official plan review. Review of subdivision plans, zoning by-laws.	Ministry uses the information from these studies to advise government on long range planning. Also, as basis for authorizing development projects.	These studies should include "before and after" studies of health of population as little is known of overall effect of land use on health.

continued

TABLE V - 2 (cont'd)

<u>Items Monitored</u>	<u>Responsible Agency</u>	<u>Programme</u>	<u>Use of Data</u>	<u>Remarks</u>
Vital statistics - mortality and morbidity records.	Environmental Health Services Branch, Ministry of Health.	Special studies of occupational and environmental health effects. Comparative mortality studies.	No routine surveillance. Studies used largely for special situation reports. Some have been of value in adjudicating Workmen's Compensation claims. Consultation service available to Ministry of the Environment.	Morbidity studies have been hampered by lack of information of a kind now becoming available from hospital and medical care plans.
Food and Water - mainly dairy products, drinking water, swimming pools.	Division of laboratories, Ministry of Health.	Periodic microbiological and other items for Health Units. Special studies of food poisoning episodes.	Most of the routine reports are made to the requesting Health Unit or private hospital.	No change recommended at present.
Community Noise	Air Resources Branch, Ministry of the Environment.	This has not been established as a regular service. Legislation pending. In past, this was a responsibility of local health units with advice from Environmental Health Services Branch, Ministry of Health.	Ultimate purpose is to control noise exposure to the public. Data will provide guide to type of legislation required.	

TABLE V - 2 (cont'd)

<u>Items Monitored</u>	<u>Responsible Agency</u>	<u>Programme</u>	<u>Use of Data</u>	<u>Remarks</u>
Radioactive materials - tritium, fission products, gamma radiation background.	Radiation Protection Services, Ministry of Health.	Routine monitoring of air, water and biota (wildlife and vegetation) in the area of three nuclear power generating stations. The programme is complementary to that of National Health and Welfare, Radiation Protection division which does isotope assays on milk, water and biota.	Reported to the Director, Environmental Health Services Branch, and to the Atomic Energy Control Board. Special reports are made to Ontario Hydro, Ministry of the Environment, power companies - as their interest appears.	This co-ordinated program - with federal Health Department - is required to meet current needs. No change recommended at present.
Residual Chemicals - chlorinated hydrocarbons, pesticides and other chemicals.	Provincial Pesticide Residue Testing Laboratory, Ministry of Agriculture and Food.	This is an extensive programme for determination of pesticides and related compounds in selected foods, milk and water. Special studies are done on request of other Government departments.	Reported to the Food and Drug Directorate. Studies carried out for the Ministries of Agriculture and Health are reported to both Ministries. Some wild-life studies are reported only to Ministry of Natural Resources. The results of special studies are usually reported only to the requesting agency.	This is true environmental monitoring. Findings should be reported to Ministry of Health as a routine.

SOURCE: Ontario Council of Health, Environmental Quality and Health, 1973, (Toronto: Ontario Council of Health, 1974), pp. 24-25.

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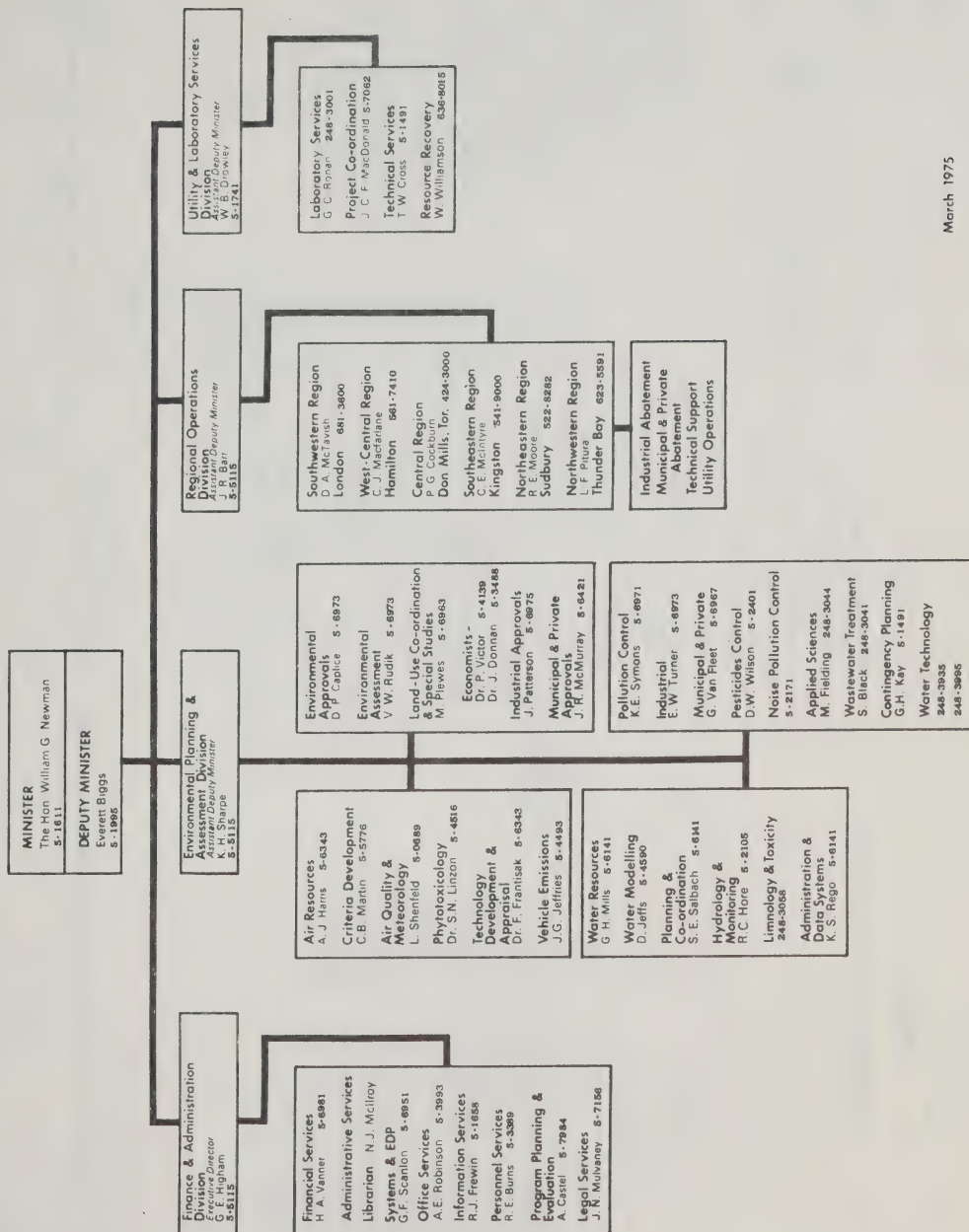
Ontario Ministry of the Environment, Systems and EDP Section, Management Information Systems Development Strategy (Draft) Toronto: Ministry of the Environment, July, 1974.

Ontario Council of Health, Environmental Quality and Health, 1973 Toronto: Ontario Council of Health, 1974.

APPENDIX A

ORGANIZATIONAL CHARTS OF THE ONTARIO
MINISTRIES OF THE ENVIRONMENT,
NATURAL RESOURCES AND HEALTH

MINISTRY OF THE ENVIRONMENT



March 1975

Honourable Frank S. Miller
5-2421
Deputy Minister
S. W. Martin
5-2437

Ontario Council of Health
Health Boards Secretariat
Alcoholism and Drug Addiction
Research Foundation
Ontario Mental Health Foundation
Ontario Cancer Treatment and
Research Foundation
Ontario Cancer Institute

**Assistant Deputy Minister
Health Standards**
Dr. H. W. Henderson
5-2448

**Personal Care
Standards Division**
Executive Director
Dr. W. F. Lumsden
5-8055

**Medical and
Nursing Branch**
Director
Dr. G. G. Cudwell
5-8045

**Allied Health
Disciplines Branch**
Director
A. H. Atkins
5-8070

**Research and
Analysis Division**
Executive Director
Dr. G. W. Field
5-6246

**Research
Branch**
Director
W. H. Harper
5-6021

**Special Projects
Branch**
Director
Dr. E. D. McEwan
5-8867

**Institutional
Standards Division**
Executive Director
D. N. Teasdale
5-8079

**Institutional
Planning Branch**
Director
William Bain
5-8095

**Institutional
Operation Branch**
Director
O. H. Clusiau
5-8076

**Community
Health Standards
Division**
Executive Director
D. G. K. Martin
5-2426

**Occupational
Health
Protection Branch**
Acting Director
Dr. V. L. Tidley
5-2493

**Health
Promotion Branch**
Director
Dr. R. S. Khazen
5-6055

**Community Health
Protection Branch**
Director
Dr. B. J. Blake
5-6060

**Assistant Deputy Minister
Health Services**
W. A. Backley
5-3436

**Area Planning
Coordinators**
Dr. J. C. Baldwin
5-8059
C. B. Halpin
5-8061
Dr. R. B. Walker
5-8062

**Inspection
Branch**
Director
D. W. Corder
5-5081

**Direct Services
Division**
General Manager
G. J. Chaffield
5-5089

**Psychiatric
Hospitals Branch**
Director
J. K. Maynard
5-6234

**Clinic Services
Branch**
Director
Dr. C. H. Roraback
5-2528

**Laboratory
Branch**
Director
To be appointed

**Ambulance
Services Branch**
Director
C. L. Brubacher
5-8034

**Communications
Branch**
Director
J. W. F. Bain
5-4220

**Legal
Branch**
Director
David Bernstein
5-2477

**Human Resources
Branch**
Director
Rosal Ols
5-5077

**Assistant Deputy Minister
Finance and
Information Services**
W. B. Nichols
5-2433

**Audit
Branch**
Director
K. C. Khosla
5-4338

**Ministry Information
System Division**
Executive Director
Dr. R. W. Allen
5-8019

**Data Development
and Evaluation
Branch**
Director
H. I. MacKillop
5-8163

**Systems
Management and
Co-ordination Branch**
Director
B. F. Webber
5-8019

**Supply and
Services Branch**
Director
D. I. Radford
5-5051

**Health Insurance
Division**
General Manager
G. E. Fetherston
5-1000

**Enrolment
Branch**
Director
J. R. Harrett
5-8307

**Medical
Branch**
Director
Dr. Gerald Gold
5-2181

**Insurance
Claims Branch**
Director
D. M. Buchanan
5-5700

**Financial Services
Division**
Executive Director
E. P. McGavin
5-4610

**Finance and
Accounting Branch**
Director
G. L. Woods
5-5053

**Financial Controls
Branch**
Director
A. C. Laugher
5-8075

APPENDIX B

REGIONAL STRUCTURE OF THE ONTARIO

MINISTRY OF THE ENVIRONMENT



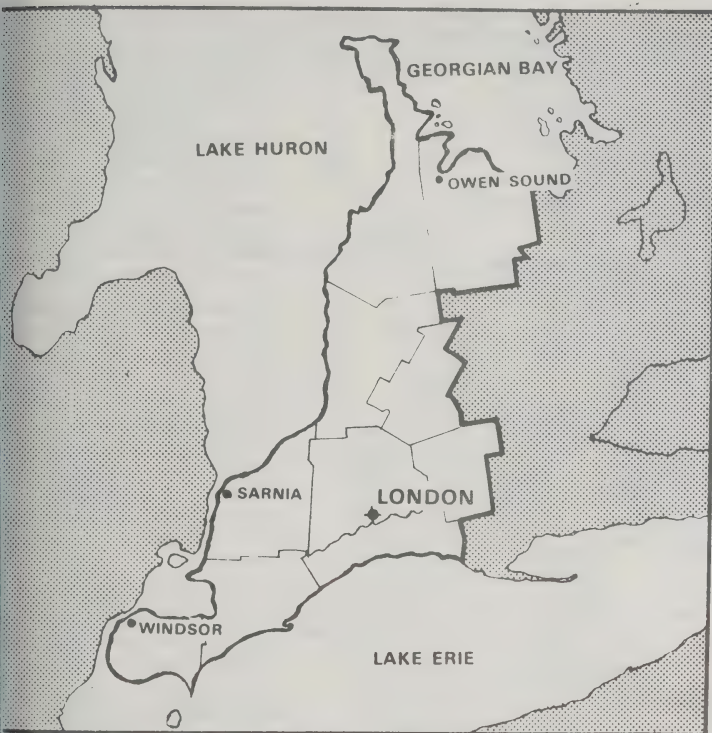
Ontario

Ministry
of the
Environment

Hon. William G. Newman,
Minister

Everett Biggs,
Deputy Minister

Southwestern Region



The Ministry's role in Ontario is the overall protection of the natural environment to prevent degradation by man's activities. To accomplish this objective, four goals have been defined: control over contaminant emission; establishment of environmental safeguards in planning; improved management of waste and water; and maintenance of restorative and enhancement measures.

The reorganization of the Ministry of the Environment and establishment of six regional areas in the province has been carried out with the sole purpose of decentralizing its services, bringing them closer to the people they are designed to serve. It is the Ministry's belief that only by maximizing the services rendered and by minimizing the inconvenience to those served can Environment Ontario truly fulfill its reason-to-be.

It is the Ministry's hope that future historians will judge our age by the manner in which we have protected and enhanced the environment.

REGIONAL DIRECTOR

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LONDON
985 Adelaide Street South
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Municipal and Private
Abatement Manager
J. Bray

Technical Support Manager
E. Czarnecki

Utility Operations Manager
A. Ladbroke

Administrative Officer
P. Thistle

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Mcple. & Pvt. — J. Janse
Ind. Abatement — J. Manuel

Windsor
3012 Tecumseh Rd. E.
(519) 945-2339
Mcple. & Pvt. — D. Edwards
Ind. Abatement — J. Luyt

Sarnia
242A Indian Rd. S.
(519) 336-4030
Mcple. & Pvt. — N. McMullen
Ind. Abatement — C. Robertson

Owen Sound
Nortown Plaza
(519) 371-1139
Mcple. & Pvt. — W. Page

**REGIONAL INFORMATION
SERVICES COORDINATOR**
M. F. Cheetham
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INFORMATION OFFICERS
J. F. Forster
J. Steele
(416) 965-7117

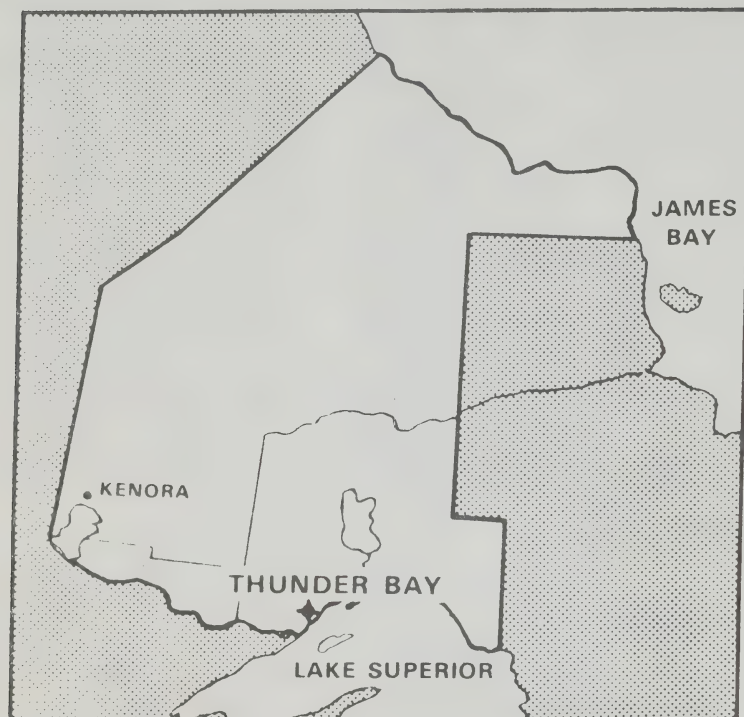


Ministry
of the
Environment

Hon. William G. Newman,
Minister

Everett Biggs,
Deputy Minister

Northwestern Region



The Ministry's role in Ontario is the overall protection of the natural environment to prevent degradation by man's activities. To accomplish this objective, four goals have been defined: control over contamination; emission; establishment of environmental safeguards in planning; improved management of waste water; and maintenance of resources and enhancement measures.

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It is the Ministry's hope that future historians will judge our age by the manner in which we have protected and enhanced the environment.

REGIONAL DIRECTOR
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R. M. Gotts

Industrial Abatement
Manager
I. Ramsay

Technical Support
Manager
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Utility Operations
Manager

Administrative Officer
B. F. Mason

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R. A. Dunn
Municipal & Private

Thunder Bay

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C. Jose
Industrial Abatement
J. D. Stasiuk
Municipal & Private

REGIONAL INFORMATION
SERVICES COORDINATOR
M. F. Cheetham
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INFORMATION OFFICER
H. Heerema
(416) 965-7117



Ontario

Ministry
of the
Environment

Hon. William G. Newman,
Minister

Everett Biggs,
Deputy Minister

Central Region



The Ministry's role in Ontario is the overall protection of the natural environment to prevent degradation by man's activities. To accomplish this objective, four goals have been defined: control over contaminant emission; establishment of environmental safeguards in planning; improved management of waste and water; and maintenance of restorative and enhancement measures.

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It is the Ministry's hope that future historians will judge our age by the manner in which we have protected and enhanced the environment.

REGIONAL DIRECTOR

Paul G. Cockburn
(416) 424-3000

REGIONAL OFFICE

DON MILLS

150 Ferrand Drive
(416) 424-3000

Assistant Director and
Municipal and Private
Abatement Manager
G. R. Trewin

Industrial Abatement
Manager
T. D. Armstrong

Technical Support
Manager
B. A. Singh

Utility Operations
Manager
A. L. Thomas

Administrative Officer
T. P. Lonergan

DISTRICT OFFICES

Barrie

12 Fairview Rd.
(705) 726-1730

Gravenhurst

Gravenhurst Shopping Centre
(705) 687-3408

Peterborough

139 George St. N.
(705) 745-4601
(705) 743-8020

Toronto

150 Ferrand Dr., Don Mills
(416) 424-3000

Oakville

125 Cross Ave.
(416) 822-2566

REGIONAL INFORMATION SERVICES COORDINATOR

M. F. Cheetham
(416) 965-1658

INFORMATION OFFICERS

Susan Sherlock
Jane Thomas
(416) 965-7117



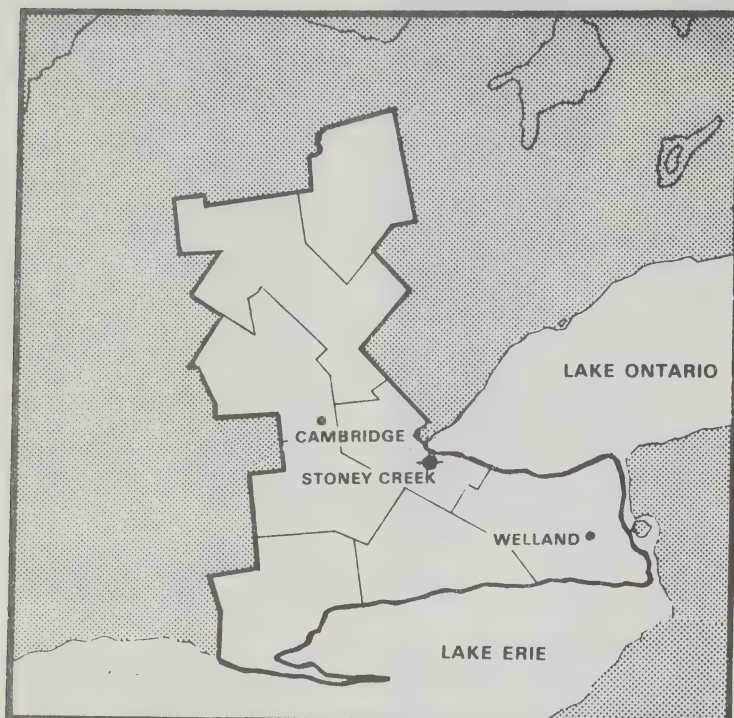
Ontario

Ministry
of the
Environment

Hon. William G. Newman,
Minister

Everett Biggs,
Deputy Minister

West Central Region



REGIONAL OFFICE

STONEY CREEK

140 Centennial Parkway N.
(416) 561-7410

Assistant Director and
Municipal and Private
Abatement Manager
Ian Simmonds

Industrial Abatement
Manager
Chester Duncan

Technical Support
Manager
Ray Stewart

Utility Operations
Manager
Blair Hansler

Administrative Officer
Ken Wiltshire

DISTRICT OFFICES

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140 Centennial Parkway N.
(416) 561-7410

Welland

123 Victoria Street
(416) 735-0431

Cambridge

400 Clyde Road
P.O. Box 219
(519) 623-2080

The Ministry's role in Ontario is the overall protection of the natural environment to prevent degradation by man's activities. To accomplish this objective, four goals have been defined: control over contaminant emission; establishment of environmental safeguards in planning; improved management of waste air and water; and maintenance of restoration and enhancement measures.

The reorganization of the Ministry of the Environment and establishment of six regional areas in the province has been carried out with the sole purpose of decentralizing its services, bringing them closer to the people they are designed to serve. It is the Ministry's belief that only by maximizing the services rendered and by minimizing the inconvenience to those served can Environment Ontario truly fulfill its reason-to-be.

It is the Ministry's hope that future historians will judge our age by the manner in which we have protected and enhanced the environment.

REGIONAL DIRECTOR

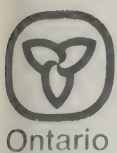
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INFORMATION OFFICE

Susan Sherlock
Jane Thomas
(416) 965-7117

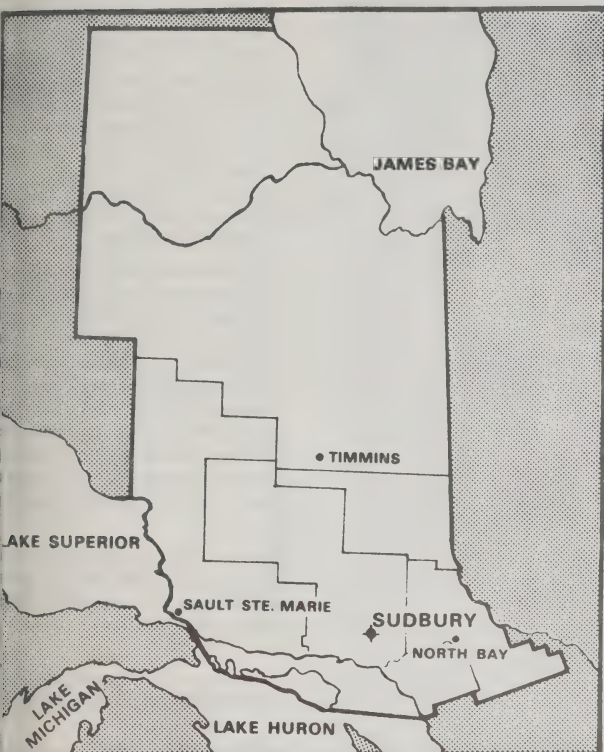


Ministry
of the
Environment

Hon. William G. Newman,
Minister

Everett Biggs,
Deputy Minister

Northeastern Region



The Ministry's role in Ontario is the overall protection of the natural environment to prevent degradation by man's activities. To accomplish this objective, four goals have been defined: control over contaminant emission; establishment of environmental safeguards in planning; improved management of waste and water; and maintenance of restorative and enhancement measures.

The reorganization of the Ministry of the Environment and establishment of six regional areas in the province has been carried out with the sole purpose of decentralizing its services, bringing them closer to the people they are designed to serve. It is the Ministry's belief that only by maximizing the services rendered and by minimizing the inconvenience to those served can Environment Ontario truly fulfill its reason-to-be.

It is the Ministry's hope that future historians will judge our age by the manner in which we have protected and enhanced the environment.

REGIONAL DIRECTOR
Ralph Moore
(705) 522-8282

REGIONAL OFFICE

SUDBURY

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Assistant Director and
Technical Support
Manager
Bill Gibson

Municipal and Private
Abatement Manager
John Moore

Industrial Abatement
Manager
Tom Fry

Utility Operations
Manager
John Wesno

Administrative Officer
Fred Nobles

DISTRICT OFFICES

Sudbury

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(705) 522-8282

North Bay

1500 Fisher St.
(705) 476-1001

Sault Ste. Marie

445 Albert St. E.
(705) 949-4640

Timmins

83 Algonquin Blvd. W.
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REGIONAL INFORMATION
SERVICES COORDINATOR
M. F. Cheetham
(416) 965-1658

INFORMATION OFFICERS

Andrew Paul
Huck Heerema
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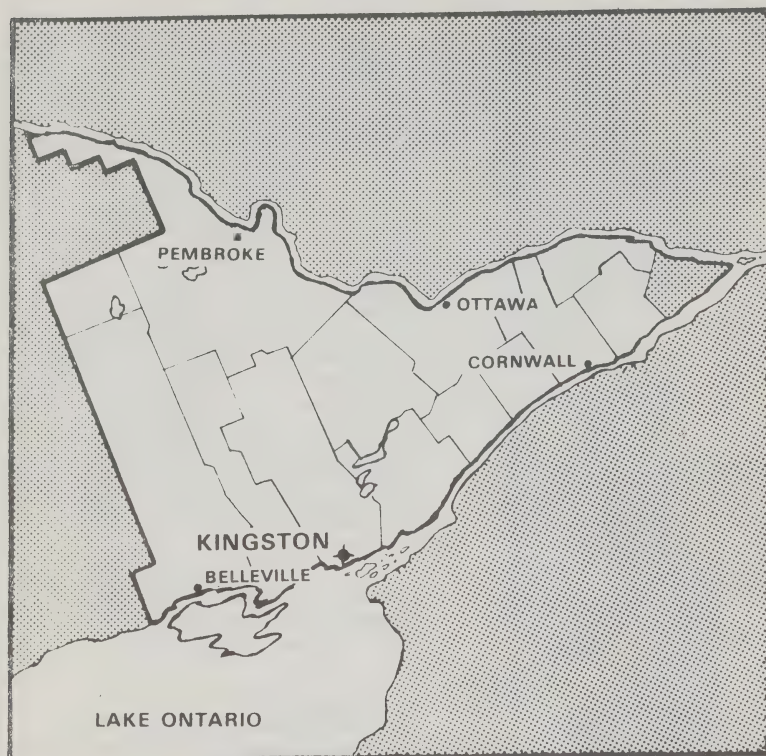


Ministry
of the
Environment

Hon. William G. Newman,
Minister

Everett Biggs,
Deputy Minister

Southeastern Region



The Ministry's role in Ontario is the overall protection of the natural environment to prevent degradation by man's activities. To accomplish this objective, four goals have been defined: control over contamination; emission; establishment of environmental safeguards in planning; improved management of waste water; and maintenance of restoration and enhancement measures.

The reorganization of the Ministry of the Environment and establishing six regional areas in the province has been carried out with the sole purpose of decentralizing its services, bringing them closer to the people they are designed to serve. It is the Ministry's belief that only by maximizing the services rendered and by minimizing the inconvenience to those served can the Environment Ontario truly fulfill its reason-to-be.

It is the Ministry's hope that future historians will judge our age by the manner in which we have protected and enhanced the environment.

REGIONAL DIRECTOR

C. E. McIntyre
(613) 549-4000

REGIONAL OFFICE

KINGSTON

133 Dalton Street
(613) 549-4000

Assistant Director and
Industrial Abatement
Manager
D. G. Currie

Municipal and Private
Abatement Manager
L. G. South

Technical Support
Manager
D. F. Aitkens

Utility Operations
Manager
A. E. Symmonds

Administrative Officer
H. C. McNaughton

DISTRICT OFFICES

Kingston

133 Dalton St.
(613) 549-4000

Belleville

15 Victoria Ave.
(613) 962-9208

Cornwall

408 Pitt St.
(613) 933-7402

Ottawa

2378 Holly Lane
(613) 521-3450

Pembroke

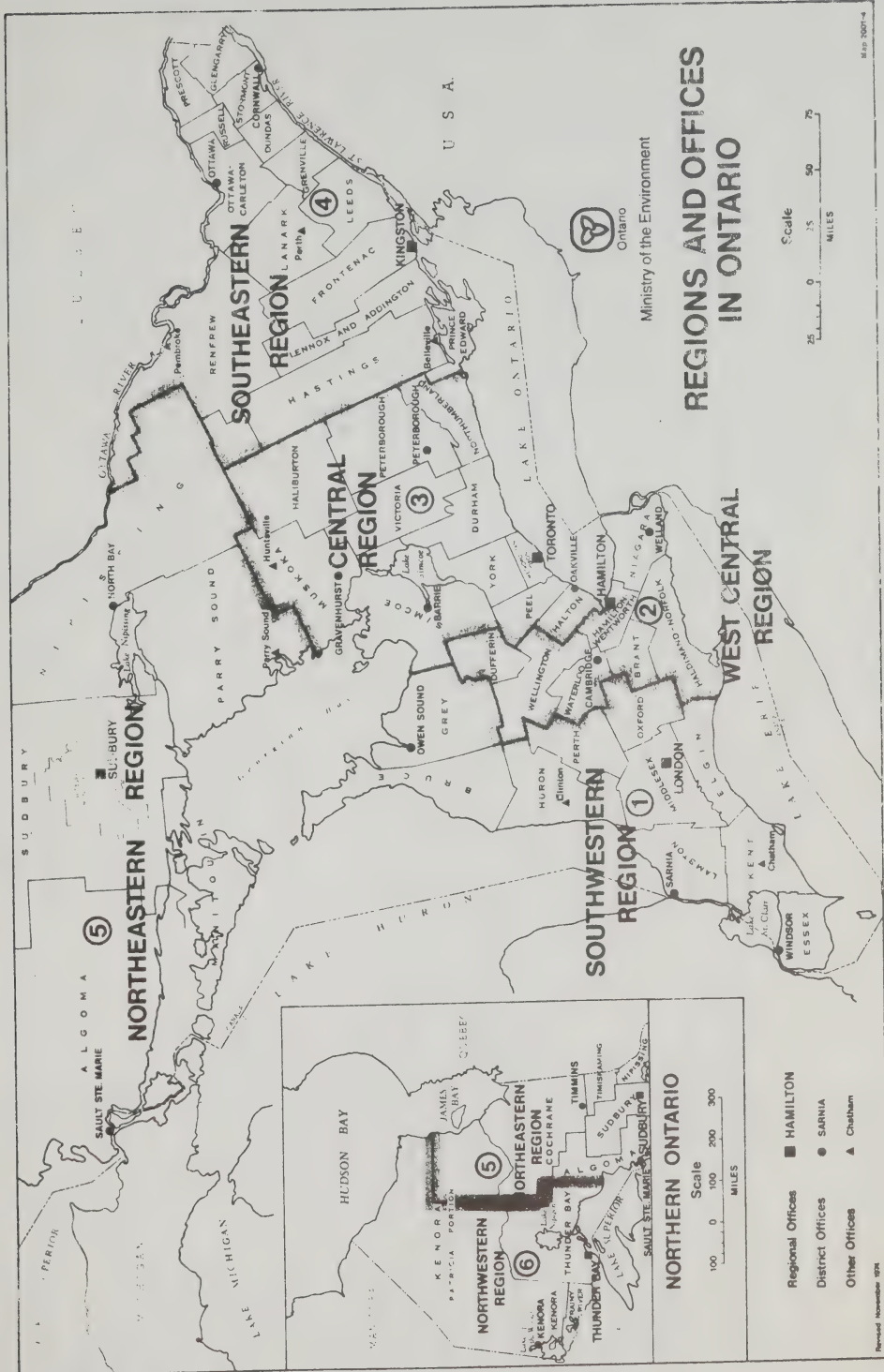
Riverside Drive
P.O. Box 67
(613) 732-3643

REGIONAL INFORMATION SERVICES COORDINATOR

M. F. Cheetham
(416) 965-1658

INFORMATION OFFICE

Susan Sherlock
Jane Thomas
(416) 965-7117



REGIONAL OFFICE FUNCTIONS

ENVIRONMENTAL PROTECTION

MUNICIPAL & PRIVATE

Print surveys: air and water
 Inspection of industry for disposal of waste to land, air or water
 Abatement of pollution from industry
 Technical advice to industry on waste disposal
 Surveillance and API action
 Complaint response
 Advice on disposal of hazardous wastes
 Control of smoke and odour
 Initiate public hearings
 Monitor haulers

Pollution and litter surveys
 Inspection of treatment facilities and land-fill sites, marinas and boats
 Fish Kill investigation
 Enforce Pesticides Act
 Abatement of pollution
 Initiate new projects and enlargements
 Initiate prosecutions
 Control and stop orders
 Application to move sludge or agricultural wastes

PROJECT OPERATION

Administration and supervision of projects
 Initiate enlargements
 Budgeting
 Maintain and establish liaison committee
 Implementing preventive maint. program

APPROVALS & PROCESS

Permits for pest control, water taking, septic tank, aquatic nuisance control
 Approvals for holding lagoons, sludge disposal sites, non-complex works
 Licensing of haulers
 Technical and process support to projects
 Technical advice
 Determination of waste control requirements
 Environmental impact

AIR QUALITY ASSESSMENT

Evaluate A-Q. effects on planning, zoning
 Measurement of air quality
 Develop program
 Vegetation damage

WATER RESOURCE ASSESSMENT

Water supply evaluation
 Water Quality studies
 Ground water surveys
 Drainage basin survey
 Great Lakes survey near shore, point source
 Determination of limits of waste discharge
 Test drilling, well construction
 well interference

LABORATORY

Phytotoxicological functions
 Soil analyses
 Water analyses-bacterial and chemical
 Sewage analyses

ADMINISTRATION

Purchasing and processing of accounts
 Personnel
 Public relations
 Inventory
 Data
 General office administration

PLANNING

Review development proposals
 Prepare servicing plan
 Draughting service

APPENDIX C

DATA FILES HELD BY THE ONTARIO
MINISTRY OF THE ENVIRONMENT

INDEX OF APPENDIX C

	<u>Number of File Titles</u>	<u>Begins on Page</u>
AIR RESOURCES	28	C-1
WATER RESOURCES	29	C-30
SEWAGE TREATMENT	16	C-60
INDUSTRIAL WASTES	4	C-77
SOLID WASTES	6	C-82
PESTICIDES	9	C-89
MISCELLANEOUS	4	C-99

C1
AIR RESOURCES
(File Titles)

- (1) Abatement Files - Region IV (Peel-Halton)
- (2) Air Pollution Index
- (3) Air Quality and Meteorology
- (4) Automotive Reports
- (5) Car Test Results - Emissions
- (6) Completed Complaint and Surveillance Files
- (7) Continuous Monitoring Station
- (8) Continuous Monitoring Station Charts
- (9) Diesel Smoke Violations
- (10) Emission Inventory - Air Pollutants (Computer System and Data File)
- (11) Exhaust Emissions from Cars
- (12) General Files - Air Management
- (13) General Files - Meteorology
- (14) Industrial Files
- (15) Industrial Smoke Stack Sampling
- (16) Lead Data Analysis System
- (17) Meteorological Data
- (18) Metro Toronto Abatement Files
- (19) Noise Complaints
- (20) Operator Files
- (21) Phytotoxicology Section - 2 data sheets
- (22) Phytotoxicology Section - 4 data sheets
- (23) Projects - Air Quality
- (24) Raw Data Pollutant Files
- (25) Research Grants
- (26) Staff Action System
- (27) Urban and Regional Atmospheric Simulation Model
- (28) Vegetation Samples - Chemical Analysis

Department/

Ministry/Agency: Ministry of the Environment

Branch and Section: Air Management Branch

File Name: Abatement Files - Region IV (Peel-Halton)

File Objective: Operational record used for recommending pollution control methods in that region. Used also for prosecution purposes as stipulated in the Environmental Protection Act of 1971.

File Description: Record containing:

- A letter of complaint filed by an individual or group, regarding the pollution of the air by industrial sites in District IV.
- Correspondence acknowledging the complaint received.
- Correspondence recommending that an inspection of the site be made.
- Inspector's report containing his findings and recommendations.

File Size: 8½" x 14"

Key Identifier: Alpha by County and Company Name

Confidentiality Status: Restricted

Physical Format: Files

Retention Period: By Branch - 2

By Record
Centre - 10

Years Available: January 1971 - present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Information Services Branch

File Name: Air Pollution Index

File Objective: An operational record used as a reference
to answer any questions from the public
regarding the Pollution index

File Description: Summary sheets of contaminant and pollutant
concentrations in the air, recorded four
times a day and pertaining to Toronto Windsor,
Hamilton and Sudbury.
The official file copies are maintained in
computer print-out format by the Meteorological
section of the air management branch.

File Size: 8½" x 14"

Key Identifier: Chronological

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 2
By Record
Centre - 0

Years Available: January 1971 to Present

Ministry/Agency: Ministry of the Environment
Air Management Branch

File Name: Air Quality and Meteorology Data
System
Data File

File Objective: To provide data to determine air
pollutant levels

File Description: This file contains data on the levels of
air pollutants measured by a network of
stations and meteorological data from
several instrumental towers

The system processes data from stations monitoring
sulphur, nitrogen, carbon, suspended particle makeu
of ambient air, and computes an air pollution index
for several cities to assist management in determin
when advice and orders should be given concerning
the reduction and curtailment of emissions.

Modifications and extensions to the system
are currently underway.

File Size: over 500 instruments

Key Identifier: type of pollutant, station number and time

Confidentiality Status: not confidential within Branch or
Ministry, confidential within government

Mode of Storage: computer tape

Retention Period: indefinitely

System: operational

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Automotive Reports

File Objective: An operational record used to enforce the car exhaust emission control standards as stipulated in the Environmental Protection Act of 1971.

File Description: Records Containing:
- A letter of complaint filed by individual or group regarding the pollution of the air by automotive exhausts.
- Correspondence acknowledging the complaint.
- Correspondence requesting an investigation by this section.
- Inspector's report containing his findings and recommendations.

File Size: 8½" x 14"

Key Identifier: Alpha by Auto Manufacturer

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 2
By Record
Centre - 0

Years Available: January 1971 to Present

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Car Test Results - Emissions

File Objective: Operational Records used to enforce the car exhaust emission standards as stipulated in the Environmental Protection Act of 1971

File Description: Correspondence and cards containing the results of exhaust emission tests performed on privately owned cars picked at random.

Also contains graphs showing the results of these tests.

File Size: 8½" x 14"

Key Identifier: Numeric by Sheet No.

Confidentiality Status: Not Restricted

Physical Format: Files, Cards

Retention Period: By Branch - 2
By Record
Centre - 0

Years Available: January 1971 to Present

Department/

Ministry/Agency;

Branch and Section:

Ministry of the Environment

Air Management Branch

File Name:

Completed Complaint & Surveillance Files

File Objective:

Operational record used to ensure that the person is compensated for damages and to ensure that it doesn't occur again.

File Description:

A record containing: Letter of complaint filed by an individual or group, and related to damages of soil or vegetation caused by air pollution.

- Correspondence requesting that an investigation be carried out by this Section-
- A preliminary report of the investigation.
- Copies of P.S. 4 Data Sheets *
- In some cases a pathology report
- A final report summarizing the total investigation.

* Phytotoxicology Section

File Size:

8½" x 14"

Key Identifier:

Alpha by Region Name

Confidentiality Status: Not Restricted

Physical Format:

Files

Retention Period: By Branch - 10

By Record

Centre - 15

Years Available: April 1968 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Continuous Monitoring Station

File Objective: An operational record used for measuring the air quality in Ontario and for establishing trends in Air Pollution

File Description: Hourly computer print-outs showing the various contaminant and pollutant concentrations in the air at the various survey stations throughout Ontario.

Note: These print-outs in summary form, are maintained by various branches.

File Size: 8½" x 14"

Key Identifier: Numeric, by Region & Station Number - Colour Code

Confidentiality Status: Not Restricted

Physical Format: Files, computer print-outs

Retention Period: By Branch - 5
By Record - 45
Centre -

Years Available: January 1968 - Present

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Continuous Monitoring Station Charts

File Objective: An operational record used for measuring the air quality in Ontario and for establishing trends in Air Pollution.

File Description: Hourly strip chart recordings of continuous monitors, showing the various contaminants and pollutant concentrations in the air at various survey stations throughout Ontario.

File Size: Various

Key Identifier: Numeric by Region & Station No.

Confidentiality Status: Not restricted

Physical Format: Charts (Rolled)

Retention Period: By Branch - 2

By Record
Centre - 3

Years Available: January 1972 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Diesel Smoke Violations

File Objective: To keep a record about consistent violators
for the purpose of laying charges in court;
general follow-up of frequency of violations

File Description: This file contains reports about diesel
smoke violations (excessive smoke from
diesel trucks and buses)

File Size: 3,400

Key Identifier: Truck owners

Confidentiality Status: strictly confidential

Physical Format: paper file

Retention Period: By Branch - not decided
By Record
Centre -

Years Available:

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Resources Branch
Air Quality and Meteorology

File Name: Emission Inventory - Air Pollutants
Computer Systems and Data File

File Objective: To provide rapid access to Air Management
facts for staff of the 'Air Management Branch'

To provide input to 'Ontario Air Quality
Simulation Models'

The system maintains an inventory of major point
sources of pollutants, such as industrial plants,
hospitals, municipal incinerators, and on area
sources such as apartments, vehicles, works, resi-
dential areas, railroads, etc. for use in producing
specific reports and for use in modelling for
planning and control.

File Description:

Systems development work will be required to extend
both the scope of the system and its coverage to
such areas as Hamilton, Ottawa, Sarnia, Windsor, London
etc.

This file contains information on air pollutant
emission or information used to estimate
pollutant emissions for industries, commercial
and public buildings, automotive, ships,
railroads, residents, apartments.

File Size: 15,000

Key Identifier: UTM Grid location and Entry number

Confidentiality Status: strictly confidential

Physical Format: punch card, computer tape System: Operational

Retention Period: By Branch - continually updated
By Record
Centre -

Years Available:

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Exhaust Emissions from Cars

File Objective: To find out efficiency of control systems
To compare control and pre-controlled cars
To provide general information for new
legislation.

File Description: This file contains exhaust emission test
results of cars

File Size: 20,900

Key Identifier: i) model year ii) manufacturer iii) engine
displacement

Confidentiality Status: strictly confidential

Physical Format: paper file, log book

Retention Period: By Branch - indefinitely
By Record
Centre -

Years Available:

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Public Relations Branch

File Name: General Files - Air Management

File Objective: An operational record used to answer any queries from the public regarding air pollution.

File Description: Reports, surveys and technical papers prepared by this Ministry and or other Government agencies, and related to various industrial processes which cause air pollution, and the extent of air pollution in certain areas. Also contains related correspondence.

File Size: 8½" x 14"

Key Identifier: By Subject

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 2
By Record
Centre - 0

Years Available: January 1971 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: General Files - Meteorology

File Objective: Operational record used for making recommendations on the control of air pollution. Also used as a reference to facilitate in the acquisition of meteorological instruments.

File Description: Correspondence pertaining to various types of meteorological instruments used by this Section. In addition there is some general correspondence pertaining to subjects which fall within the responsibility of this Section. Also to be found are surveys and reports compiled by this Ministry and other Government Agencies, and related to studies conducted regarding the quality of air in certain areas of Ontario. Daily weather maps showing the meteorological conditions throughout Ontario are also included.

File Size: 8½" x 14"

Key Identifier: Alpha by Subject - Numeric by Code

Confidentiality Status: Not Restricted

Physical Format: Files, Plans

Retention Period: By Branch - 2
By Record
Centre - 0

Years Available: From Jan.1971 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch.

File Name: Industry Files

File Objective: Operational record used for recommending pollution control methods. Also used for prosecution purposes as stipulated in the Environmental Protection Act of 1971.

File Description: Record Containing:

- A letter of complaint filed by an individual or group, regarding the pollution of the air by industrial sites in Ontario.
- Correspondence acknowledging the complaint received.
- Correspondence requesting that an inspection of the site be made.
- Inspectors report containing his findings and recommendations.

File Size: 8½" x 14"

Key Identifier: Alpha by Company Name

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 2
By Record
Centre - 10

Years Available: January 1971 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Industrial Smoke Stack Sampling

File Objective: Operational record used as a means of comparison in case future samples are taken at the same site.

File Description: Correspondence from the Approvals Section of Air Management requesting that measurements of dust and pollutants be made on industrial smoke stack emissions. Also included is an inspector's report containing the data requested at the site.

File Size: 8½" x 14"

Key Identifier: Numeric by Region No.

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 4
By Record 10
Centre -

Years Available: January 1971 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Resources Branch

File Name: Lead Data Analysis System

File Objective: The objectives of the Lead Data Analysis System, to be designed, developed, implemented and operated, are: to create and maintain a computerized data base comprised of seven files involving the participation of three agencies

- Ministry of the Environment
- Ministry of Health
- Toronto Health Department

ensuring that each file is edited and appropriately indexed as to time and location and constructed so as to be capable of supplying sets of data as required for output analysis in order to assess the effect of lead in the environment on human life; to provide various statistical analysis on each file as specified and to provide a multiple regression analysis of blood lead levels and various other factors as indicated and to assess future analysis needs and provide estimates or resources and costs.

File Description: There are 7 kinds of data: (1) High Volume Sampler Data: readings of various pollutants averaged over 24 hours. Approximately 330 readings per month (2) Anderson Head Data: data contains particle size distribution of collected pollutant - particulate matter and lead (3) Dust fall Data: data collected monthly (4) Meteorological Data (5) phytotoxilogical Data (6) Health Data (7) Epidemiological Data.

File Size:

Key Identifier:

Confidentiality Status:

Physical Format: Computer System Status: Development

Retention Period: By Branch -
By Record
Centre -

Years Available:

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Meteorological Data

File Objective: An operational record used to determine
the effect of meteorology on the quality
of air.

File Description: Hourly computer print-outs showing readings
of wind speed, wind direction and temperatures
taken in various regions of Ontario.

File Size: 8½" x 14"

Key Identifier: Numeric by Region No.

Confidentiality Status: Not Restricted

Physical Format: Files, computer print-outs

Retention Period: By Branch - 5
By Record
Centre - 5

Years Available: January 1968 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Metro Toronto Abatement Files

File Objective: Operational record used for recommending pollution control methods. Also used for prosecution purposes as stipulated in the Environmental Protection Act of 1971.

File Description: Record Containing:

- A letter of complaint filed by an individual or group, regarding the Pollution of the air by industry or private residence in Metro Toronto
- Correspondence acknowledging the complaint received
- Correspondence Recommending that an inspection of the site be made
- Inspector's report containing his findings and recommendations.

File Size: 8½" x 14"

Key Identifier: Alpha by Street Name
Numeric by Street No.

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 2
By Record - 10
Centre -

Years Available: January 1971 to Present

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Air Management
Special Studies

File Name:

Noise Complaints

File Objective:

An operational record used as a reference
for implementing measures to improve
the noise levels.

File Description:

Record Containing:
- A letter of complaint filed by an
individual or group regarding the noise
produced by companies
- Correspondence acknowledging the
complaint received.
- Correspondence requesting that an
investigation be made.
- Inspector's report containing the
noise level at the site and his
recommendations.

File Size:

Key Identifier:

Numeric by Region No.

Confidentiality Status:

Physical Format:

paper files

Retention Period:

By Branch - 4 years
By Record
Centre - 6 years

Years Available:

January 1970 to present

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Air Management

File Name: Operator Files

File Objective: A housekeeping record used as an index for data cards for the purpose of finding incorrect air quality and meteorological data

File Description: Computer print-outs showing the various data processing activities carried out by this section for the Air Quality and Meteorological Section

File Size: 11" x 15"

Key Identifier: By Station & Pollution No.

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 1

By Record
Centre - 0

Years Available: January 1972 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Phytotoxicology Section 2 Data Sheets

File Objective: An operational record used for evaluating the extent of injury caused to leaves and soils by Air Pollution

File Description: A one-part form compiled by Phytotoxicology Personnel, and providing a detailed description of leaves and soils collected on request of complaint or general surveillance

File Size: 8-1/2" X 11"

Key Identifier: Chronological

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 5 years
By Record
Centre - 20 years

Years Available: April 1970 to Present

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Phytotoxicology Section 4 Data Sheets

File Objective: An operational Record used for the
preparation of final report.

File Description: Original chemical analysis data sheets
containing the results of samples taken
of vegetation and soil to determine the
effect air pollution has on them.

File Size: 8-1/2" X 14"

Key Identifier: Alpha by subject
Numeric by sampling No.

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 10 years
By Record
Centre - 15 years

Years Available: April 1968 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Projects - Air Quality

File Objective: An operational record used for determining statistical trends in air pollution.

File Description: Correspondence (originals and copies) reports and data sheets pertaining to operational projects and surveys, such as air pollution surveys of industrial and non-industrial pollutants throughout Ontario conducted by this section in co-operation with other air management sections, and upon complaint or general surveillance.
Note: Computer print-outs of these projects and surveys are also to be found.

File Size: 8½" x 14"

Key Identifier: Alpha by Project

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 5
By Record
Centre - 0

Years Available: January 1969 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Raw Data Pollutant Files

File Objective: An operational record used for the preparation of the continuous monitoring station print-outs.

File Description: Monthly data sheets compiled by Personnel at the various stations, and indicating contaminants, pollutants and dust in the air at the various stations. These are original data and no copies are to be found.

File Size: 8½" x 14"

Key Identifier: Numeric by Region & Station No.

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 5
By Record 45
Centre -

Years Available: January 1968 to Present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Research Grants

File Objective: Operational record used:
- As a reference to determine the acceptability of the study
- As a reference to see how the study has progressed
- To ensure that certain standards are met

File Description: Record Containing:
- A letter submitted by a private organization or university requesting financial assistance in carrying out research studies pertaining to air pollution problems.
- A report submitted by the grantee outlining the type of study proposed.
- A letter advising if the study has been accepted and if financial assistance will be granted.
- Progress reports of the study submitted by the grantee if the study is accepted.

File Size: 8½" x 14"

Key Identifier: Alpha by University or Organization

Confidentiality Status: Not Restricted

Physical Format: Files

Retention Period: By Branch - 2
By Record
Centre - 0

Years Available: January 1971 to Present.

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Air Management Branch.

File Name: Staff Action System

File Objective: To maintain information on Air Management Branch staff activities and to consolidate various files containing complaint records and correspondence.
To reproduce this information for management review

File Description: This file contains source identification data, records of complaints processed and inspections carried out by abatement personnel. Other data is accumulated regarding equipment approval and abatement handling of problem sources. Also contains analyses of vegetation and animals in the area.

File Size: 12,000 records of 100 bytes

Key Identifier: street address

Confidentiality Status: strictly confidential

Physical Format: cards, tape

Retention Period: By Branch - continually updated
By Record
Centre -

Years Available:

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Air Resources Branch

File Name: Urban and Regional Atmospheric Simulation
Model

File Objective: To estimate ambient air quality from
known emission data.
To be used in planning.

File Description: A simulation model that processes air
emission inventory data for industrial
plants, hospitals, municipal incinerators,
and on area sources such as apartments,
vehicles, works, residential areas,
railroads, etc. & meteorological data
in order to evaluate various planning
decisions with respect to the impact on
the quality of air. It has been used
in developing long-range plans for
Metropolitan Toronto.

The model is being modified and extended
for use in other areas of the Province.

File Size:

Key Identifier:

Confidentiality Status:

Physical Format: Computer System: Operational

Retention Period: By Branch -
By Record
Centre -

Years Available:

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Air Management Branch

File Name: Vegetation Samples - Chemical Analysis

File Objective: To provide data on vegetation to be used in conjunction with air sampling records to determine the quality of the air and its effects on vegetation in an area of concern

File Description: This file contains the results of analysis of vegetation for concentrations of various chemical constituents resulting from the action of air pollutants.

There is also a herbarium with a collection of specimens with pollution effects.

File Size: 200

Key Identifier: none

Confidentiality Status: strictly confidential

Physical Format: paper file

Retention Period: By Branch - indefinitely
By Record
Centre -

Years Available:

C30
WATER RESOURCES
(File Titles)

- (1) Analytical Chemical, Bacteriological and Biological Results Files
- (2) Annual Records of Water Taking
- (3) Bibliography Files
- (4) Current Meter
- (5) Daily Flows - Rivers and Streams in Ontario
- (6) Hydrological Data Master File
- (7) Hydrologic Information System
- (8) Investigations, Reports and Analysis
- (9) Lake Dispersion Model
- (10) Permit to Take Water
- (11) Record of Water Taking
- (12) River Basin Surveys
- (13) River Basin Water Quality Simulation Model
- (14) Studies - Lakes, Rivers and Streams
- (15) Water Quality Information System
- (16) Water Quality Information System - Great Lakes Surveys
- (17) Water Quality Information System - Recreational Lakes Survey
- (18) Water Quality Meter Readings
- (19) Water Quality Parameter Description File
- (20) Water Quality - Quantity Meter Processing System
- (21) Water Quality Sample Master File
- (22) Water Quality Station Description File
- (23) Water Treatment File
- (24) Water Well Drillers File
- (25) Water Wells Information System
- (26) Water Well Municipal File
- (27) Water Well Records
- (28) Water Well Records
- (29) Well Records (Water)

Ministry/Agency: Ministry of the Environment
Laboratory Branch - Chemical and
Bacteriological Results
Water Quality Branch - Biological Results

File Name: Analytical Chemical, Bacteriological
and Biological Results File

File Objective: To provide data for future reference

File Description: Contains current and past chemical,
bacteriological and biological results
produced by the division

File Size: .5 million sample records

Key Identifier: a) laboratory assigned numbers
b) geographical location

Confidentiality Status: results pertaining to unreleased reports
are confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Quantity Management Branch
Water Resources Division
Water and Well Management Section
File Name: Annual Records of Water Taking

File Objective: To provide data for water use
and availability studies

File Description: Contains records of actual rates
and amounts of water taking by
holders of permits to take water
(in excess of 10,000 G.P.D.)

File Size: 6000

Key Identifier: permit number and water shed

Confidentiality Status: confidential within the Ministry

Mode of Storage: paper file

Retention Period: indefinitely

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Water Resources Branch
Water Quality Section

File Name:

Bibliography Files

File Objective:

Provide access to references of interest
to members of the Branch

File Description:

Cross-indexed by key word or subject
on 3 X 5 cards. Reprints, reports and
filed materials are stored in cabinets
in the Water Resources Branch.

File Size:

Key Identifier:

Alphabetical by Title
subject

Confidentiality Status:

Not confidential

Physical Format:

3 X 5 cards

Retention Period: By Branch -

By Record
Centre -

Years Available:

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems and E.D.P.

File Name: Current Meter

File Objective: To provide data for statistical reports
on water movement and in developing
water movement models

File Description: Contains readings of currents,
temperature and direction for
a particular location within
a 10 minute interval

File Size: 52,000

Key Identifier: none

Confidentiality Status: confidential within Government

Mode of Storage: computer tape

Retention Period: indefinitely

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Administrative Services Branch
Systems and E.D.P.

File Name: Daily Flows - Rivers and Streams in
Ontario

File Objective: To provide data for water quantity
evaluation

File Description: Contains data on flow values for rivers
and streams in Ontario.

Much of the data concerning flow of water in
streams originates from unattended gauges which
produce continuous graphs of fluctuation in
stream level. These graphs are picked up
periodically and converted into streamflow data.
A system was developed to facilitate the
translation of stream gauge chart readings into
meaningful water flow information through the use
of digitizing equipment and computer processing.

A set of programs was also developed to analyse
mean daily flow data gathered from streamflow
gauging stations to determine such things as
low flow frequency characteristics, flow
duration characteristics, and seven day mean
flow values. These programs are being
reviewed and a new programming approach adopted
to expedite processing.

File Size: 40,000

Key Identifier: Station Number

Confidentiality Status: Not confidential

Physical Format: computer tape System Status: Operational

Retention Period: By Branch -
By Record indefinitely
Centre -

Years Available:

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Water Resources Branch
Water Quantity Section

File Name:

Hydrologic Data Master File

File Objective:

To record hydrologic parameter data
for such parameters as snowfall, rain-
fall, evaporation, stream flow, etc.

File Description:

This file contains information on
precipitation, stream flow, snowfall,
soil moisture, evaporation, etc. for
statistical analysis, plotting, reporting
and hydrologic modelling.

- Hydrology station identification number
- time of recording
- parameter code
- parameter value

File Size:

30,000

Key Identifier:

station number

Confidentiality Status: non-confidential

Physical Format:

computer medium

Retention Period: By Branch -

By Record
Centre -

Years Available:

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Water Resources Branch
(Systems and E.D.P.)

File Name:

Hydrologic Information System

File Objective:

To store and retrieve hydrologic data

File Description:

An information system that edits, stores and retrieves hydrologic data including such parameters as rainfall, snow melt, soil moisture and stream flow has been designed, developed and is now being implemented. This system will not only provide selective retrieval reports as required, but will also be used to provide data for the Hydrologic Model being developed.

File Size:

Key Identifier:

Confidentiality Status:

Physical Format:

computer system status - Implementation

Retention Period: By Branch -

By Record
Centre -

Years Available:

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Water Quality
Biology

File Name: Investigations, Reports and Analysis

File Objective: An operational record used to determine the status of water quality in Ontario. Also used to provide background information if the surveys are extended.

File Description: Correspondence, reports, and biological data relating to biological surveys (initiated by complaints received or general surveillance of surface waters, sewage and water treatment facilities and special industrial effluents, pertaining to lakes, rivers, and streams throughout Ontario.

File Size:

Key Identifier: Numeric by region no.

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 6 years
By Record
Centre - 30 years

Years Available: Jan. 67 to present retained

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Water Resources Branch
(Systems and EDP)

File Name: Lake Dispersion Model

File Objective: To simulate the dispersion of contaminants throughout a lake and estimate the effects on water quality.

File Description: This system processes wind, harbour configuration, water current and water meter, industrial and municipal loadings and dispersion data and it produces a time history of the water quality on a grid superimposed on the harbour as well as producing plots of current patterns at various selected time points in order to gain a better understanding of the water dynamics and the chemical and biological processes existing, and be able to assess the possible effects of changing the configuration of the harbour and the industrial and municipal loadings discharged into it.

The primary model has been developed for the Hamilton Harbour Study and is now in operation. This model, after adjustments and extensions have been made, will be used in the Toronto Harbour Study in the fiscal year 1974/75. Use of this model is also planned for the Thunder Bay Study. Additional models may have to be developed.

File Size:

Key Identifier:

Confidentiality Status:

Physical Format: Computer

System Status: Operational

Retention Period: By Branch -
By Record
Centre -

Years Available:

Ministry/Agency: Ministry of the Environment
Water Quantity Management Branch
Water Resources Division
Water and Well Management Section

File Name: Permit to Take Water

File Objective: To provide data to assist in regulating
the taking of water in the province

File Description: Contains applications for permits and
permits issued for the taking of water
in accordance with the regulations

File Size: 6000 [4000 current permits
2000 expired and/or invalid permits

Key Identifier: name of applicant

Confidentiality Status: confidential within the ministry

Mode of Storage: paper file

Retention Period: indefinitely

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Water Quantity
Water and Well Mgt.

File Name: Record of Water Taking

File Objective: An operational record used to assess
the water use of the area.

File Description: Form submitted by a water taking permittee
yearly. Pertains to water taking at
a Water Source when the volume taken exceeds
10,000 gallons a day. Form indicates
date, method, rate and amount of the
water taking

AUTHORITY: The Ontario Water Resources
Commission Act 1971

Form No. 07-096

File Size:

Key Identifier: By Water Shed Name

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 15 years
By Record
Centre -

Years Available: Jan. 1961 to present retained

Department/
Ministry/Agency;
Branch and Section:

Environment
Administrative Services
Systems and EDP

File Name: River Basin Surveys

File Objective: To facilitate backup, should problems occur
with computer tapes

File Description: Computer Cards, field data sheets, and
bench sheets containing water sampling
information such as, location, date, time
of sampling and laboratory chemical,
bacteriological and biological analysis
results

File Size:

Key Identifier: Numeric - by assigned lab no.

Confidentiality Status:

Physical Format: paper files and cards

Retention Period: By Branch - current year only
By Record
Centre - 5 years

Years Available: retain Jan. 1972 to present

Department/

Ministry/Agency;

Branch and Section:

Ministry of the Environment

Water Resources

(Systems and EDP)

File Name:

River Basin Water Quality Simulation Model

File Objective:

To simulate the effect of wastewater discharges on water quality.

File Description:

The simulation model processes data describing the physical characteristics of the river reach, streamflow data, chemical reaction coefficients, industrial and municipal loadings, sunlight intensity and rates of photosynthesis of aquatic plants, and other pertinent data in order to evaluate the possible effects of various planning decisions with respect to low flow augmentation, different waste loading treatment levels, and different quantities of waste flow. The results of this model will be used to assist in developing comprehensive guidelines for the management of the basin's water resources with a view to providing sufficient water of high quality for recognized water uses and protection against flooding and erosion.

The model was developed for use in the Thames River Basin Study. This model incorporating modifications and adjustments as required, will also be used in the Grand River Basin Study.

File Size:

Key Identifier:

Confidentiality Status:

Physical Format:

Computer

System Status: Operational

Retention Period: By Branch -

By Record
Centre -

Years Available:

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Water Quality
Research and Development

File Name:

Studies - Lakes, Rivers and Streams

File Objective:

An operational record used as a reference
for implementing measures which will
improve water quality throughout Ontario.

File Description:

Correspondence reports, surveys, and
compiled data pertaining to water quality
studies of lakes, streams and harbours
and containing such information as various
types of chemicals, detergents and pollutants
found at the sites and suggested recommendations
for cleaning up the sites.

File Size:

Key Identifier:

Alpha by lake and river

Confidentiality Status:

Physical Format:

paper files

Retention Period:

By Branch - 5 years
By Record
Centre - 15 years

Years Available:

Jan. 1968 to present retained
Transfer to Archives

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Water Resources Branch

File Name:

Water Quality Information System

File Objective:

To provide a means of summarizing water quality data from sampling stations throughout the Province.

File Description:

The automated system stores water quality data collected at stations set up in lakes and rivers throughout the Province and provides selective retrieval capabilities with respect to location, time, parameter and result for use in determining where pollution problems exist and to assist in the management of water resources of the province.

A number of modifications and extensions, including the integration of the River Basin Module with the Great Lakes and Recreational Lakes modules are currently underway.

File Size:

Key Identifier:

Water quality parameter Location
of stations

Confidentiality Status:

Not confidential

Physical Format:

Computer

System: operational

Retention Period: By Branch -

By Record
Centre -

Years Available:

Department/
Ministry/Agency;
Branch and Section:

Environment
Water Resources Branch
(Systems and EDP)

File Name:

Water Quality Information System - Great
Lakes Surveys

File Objective:

To facilitate backup should any problems
be encountered with the computer tapes
of the system.

File Description:

Computer cards, deck sheets and bench
sheets containing water sampling information,
such as: environmental conditions at
time of sampling; location, date, time
and depth, of sampling; on board chemical
analysis; laboratory chemical bacteriological,
and biological analysis, for the Great
Lakes.

File Size:

Key Identifier:

Numeric - by assigned lab number

Confidentiality Status:

Physical Format:

paper files and cards

Retention Period: By Branch - 1 year

By Record
Centre - 4 years

Years Available:

retain January 1971 to present

Department/
Ministry/Agency;
Branch and Section:

Environment
Administrative Services
Systems and E.D.P.

File Name:

Water Quality Information System -
Recreational Lakes Survey

File Objective:

To facilitate backup should any problems
be encountered with the computer tapes
of the system.

File Description:

Computer cards, deck sheets and bench
sheets containing water sampling
information, such as location, ~~date~~,
time, and depth of sampling, on board
chemical analysis, laboratory, chemical,
bacteriological, and biological analysis,
for Recreational Lakes.

File Size:

Key Identifier:

Numeric by lab no.

Confidentiality Status:

Physical Format:

paper files and cards

Retention Period: By Branch - current year only

By Record
Centre - 5 years

Years Available:

transfer Jan. 1972 to present

Ministry/Agency: Ministry of the Environment
Water Resources Branch
(Systems & E.D.P.)

File Name: Water Quality Meter Readings

File Objective: To provide data for a series of programs
for statistical analyses of water quality
parameters and for development of models
for the water environment

File Description: Contains data on hourly readings of
temperature, depth, dissolved oxygen,
suspended solids, pH, and conductivity
of water in given locations

File Size: 6,000

Key Identifier: none

Confidentiality Status: confidential within the government

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Resources Branch
(Systems and EDP)

File Name: Water Quality Parameter Description File

File Objective: To provide a support file for the Water
Quality Sample Master File

To provide additional information for
parameters that are identified only by
parameter code on the master file

File Description: Contains records describing one water quality
parameter including references where detailed
procedures for its measurement are found and
the dates these procedures are in effect

File Size: 100

Key Identifier: parameter code

Confidentiality Status: non confidential within the government

Mode of Storage: computer disc

Retention Period: indefinitely

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Water Resources Branch
(Systems and E.D.P.)

File Name:

Water Quality/Quantity Meter Processing
System

File Objective:

File Description:

This system edits and stores water quality/quantity data collected from continuous recording meters located in lakes, and retrieves this information for reporting purposes and for use in modelling to assess the transport of pollutants by near shore currents in order to evaluate alternative sites for water intakes and pollution outfalls.

File Size:

Key Identifier:

Confidentiality Status:

Physical Format:

Retention Period: By Branch -
By Record
Centre -

Years Available:

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems & EDP

File Name: Water Quality Sample Master File

File Objective: To provide analyses of water samples as
part of the Ministry's water management
program

File Description: Contains records with identification, location,
time, parameters tested and result data for
water samples from lakes and rivers

File Size: 150,000

Key Identifier: 1) time 2) location 3) agency sampling

Confidentiality Status: not confidential within the government

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems and E.D.P.

File Name: Water Quality Station Descriptions File

File Objective: To provide a support file for the
Water Quality Sample Master File

To provide data for control of
retrieval from the master file

File Description: Contains records for each sampling
station with respect to location,
station type and agency setting up
the station

File Size: 5,000

Key Identifier: river basin or body of water
station type, station number

Confidentiality Status: not confidential within government

Mode of Storage: computer disc

Retention Period: indefinitely

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Research
 Technical Advisory Service

File Name: Water Treatment Files

File Objective: An operational record used as a precedent
 if similar problem arises in projects.
 Also used to answer queries re: water
 treatability.

File Description: Correspondence from other branches re-
 questing assistance in solving operating
 problems re:
 Water treatability related to water
 treatment plants (Provincial or Municipal)
 - Design Report re: Water treatment
 plant progress reports
 - Bacteriological and chemical analysis
 samples
 - (*)Final report containing the findings
 and recommendations regarding the treat-
 ability study.

 * retain original final report until plant
 is closed down

File Size:

Key Identifier: Alphabetical by Plant Name

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 2 years
 By Record
 Centre -

Years Available: retain Jan. 1971 to present

Ministry/Agency: Ministry of the Environment
Water Quantity Branch

File Name: Water Well Drillers File

File Objective: To provide names and addresses of water
well drillers corresponding to numeric
codes

File Description: Driller code
Driller name
Driller address

File Size: 3,000

Key Identifier: driller code

Confidentiality Status: non confidential

Mode of Storage: computer tape and disc

Retention Period: indefinitely

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Water Resources Branch
(Systems and E.D.P.)

File Name: Water Wells Information System

File Objective: To consolidate data on wells and to
perform analyses on the data.

File Description: The system stores hydrologic and geologic
data collected from water well record
forms, and provides selective retrieval
capabilities as well as contoured mapping
outputs for use in ground water management.

File Size:

Key Identifier:

Confidentiality Status: not confidential

Physical Format: Computer System System: operational

Retention Period: By Branch -
By Record -
Centre -

Years Available:

Ministry/Agency: Ministry of the Environment
Water Quantity Branch

File Name: Water Well Municipal File

File Objective: To provide names of municipalities
corresponding to municipal codes

File Description: Municipal code
Municipal name and classification
County name

File Size: 1,500

Key Identifier: municipal code

Confidentiality Status: non-confidential

Mode of Storage: computer tape and disc

Retention Period: indefinitely

Department/
Ministry/Agency;
Branch and Section:

Environment
Water Quantity Branch
Hydrologic Data

File Name:

Water Well Records

File Objective:

An operational record used to determine the meter output of a well; to establish guidelines for the safe withdrawal of water from a well; for preparation of ground water surveys and development of potential ground water sources. For environmental impact assessment of waste disposal sites based on the hydrology of an area: for the environmental impact assessment of an area for use as a deep well disposal site; for environmental impact assessment of highways, roads etc., on ground water flows; for assessment of an area's potential industrial mineral resources eg. gravel.

File Description:

Water well record sheets relating to private ground water wells throughout Ontario and containing the following information:

- size and depth of well
- type, quality, appearance and purpose of water extracted
- description of overburden and bedrock materials found during drilling and depths to which they extend
- names and addresses of owner and driller of well

- related hydrological and geological data
Users include: Ministry engineers, Ministry of Natural Resources, Ministry of Transportation and Communications, Private Consulting Engineers, drillers, hydrologists, university professors, students, environmentalists and the general public. By county, township, concession, lot no.

Confidentiality Status:

Physical Format:

paper files and microfilm

Retention Period: By Branch -

By Record
Centre -

Years Available:

Department/
Ministry/Agency:
Branch and Section:

Environment
Administrative Services
Systems and EDP

File Name: Water Well Records

File Objective: To facilitate the creation of backup magnetic tape files of water well data for subsequent computer processing.

File Description: Contains water well data such as location of wells, depths at which water was found etc. This data is obtained from water well records which drilling contractors in the province are obliged to submit

File Size:

Key Identifier: Numeric - by well code no.

Confidentiality Status:

Physical Format: paper files and cards

Retention Period: By Branch - current year only
By Record
Centre - 5 years

Years Available: retain - Jan. 1972 to present

Ministry/Agency: Ministry of the Environment
Administrative Services Branch
Systems & EDP

File Name: Well Record (water)

File Objective: To provide data on the location, extent
and yield of water bearing formations in
Ontario

File Description: Contains records of all water wells drilled
by drilling contractors in Ontario since 1947

- a) records indicate location of well, ownership,
depth, formations encountered during drilling,
construction data screens, casings used, etc.

File Size: 180,000 records to the end of 1973
increase annually by 10,000

Key Identifier: five digit municipal code for location of well

Confidentiality Status: not confidential within the government

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinitely

SEWAGE TREATMENT

(File Titles)

- (1) Analysis Files
- (2) Canada-Ontario Agreement of Great Lakes Water Quality
- (3) Cottage Pollution Control System
- (4) Cottage Pollution Data Forms
- (5) Cottage Pollution Survey Master File
- (6) Municipal Files
- (7) Phosphorous Removal Programme - as Part of Canada-Ontario Agreement
- (8) Plant Performance - Water, sewage, etc.
- (9) Research Project Files
- (10) Sewage Treatment Files
- (11) Special Sewage Installation Files
- (12) Special Water Disposal Installations
- (13) Tracer Files (tracing discharge effluent)
- (14) Treatment Works Contract Services File
- (15) Treatment Works Descriptor File
- (16) Treatment Works Planning File

Department/
Ministry/Agency; OWRC
Branch and Section: Sanitary Engineering

File Name: Analysis Files

File Objective: Municipal operating files for the
Commission's reference when required

File Description: Contains Sewage, Water and Bacteriological
results after tests have been performed.

File Size:

Key Identifier: by Municipality

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - current + 2 years
By Record
Centre - 13 years

Years Available: retain Jan. 68 to present

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Pollution Control Planning Branch
Municipal Waste Section

File Name:

Canada-Ontario Agreement of Great Lakes
Water Quality

File Objective:

File Description:

Data on capital work and research, on
monitoring, cost, effluent discharges
from treatment plants.

File Size:

Key Identifier:

Confidentiality Status:

Physical Format:

Retention Period: By Branch -
By Record
Centre -

Years Available:

Department/
Ministry/Agency;
Branch and Section:

Environment
Administrative Services
Systems and EDP

File Name:

Cottage Pollution Control System

File Objective:

To facilitate backup should any problems
be encountered with the magnetic tape
master files.

File Description:

Computer cards, pertaining to the
different types of sewage disposal systems
used in cottages and other establishment
located on shorelines, and containing such
information as: bacteriological sample
results, soil profile, septic tanks,
location and name of property owner, lot
size and description of facilities.

File Size:

Key Identifier:

Numeric by Assigned Number

Confidentiality Status:

Physical Format:

paper files and cards

Retention Period: By Branch - current year only

By Record
Centre - 5 years

Years Available:

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Private Waste and Water Management
Cottage Pollution

File Name: Cottage Pollution Data Forms

File Objective: An operational record used to ensure that the Lakes do not become a health hazard and to eliminate possible damage to the natural environment.

File Description: Record containing:

- Bacteriological results of water sampling taken upon complaint or general surveillance and pertaining to the discharge of waste from cottage disposal systems into various lakes and waterways.
- Health survey sewage forms indicating if the disposal system is directly polluting, if the system is defective, or if satisfactory.
- Related correspondence.

File Size:

Key Identifier: by Lake name and Sampling No.

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 3 years
By Record
Centre - 5 years

Years Available: retain January 1970 to present

Ministry/Agency: Ministry of the Environment
Private Waste & Water Management Branch

File Name: Cottage Pollution Survey Master File

File Objective: To provide assessment and control
information on cottages and permanent
residents in recreational lake and river
areas of the province pertaining to
sources and disposal methods for waste

File Description: location information
identification information
cottage description
waste description
waste method description
follow-up action description

File Size: 15,000

Key Identifier: survey form identification number

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Department/
Ministry/Agency: OWRC
Branch and Section: Sanitary Engineering

File Name: Municipal Files

File Objective: Municipal Operating File for the Commission's reference when required.

File Description: General Correspondence to and from municipalities in regard to:
(1) Water and Sewage Inspections
(2) Complaints regarding discharge of raw sewage
(3) Order-In-Council (copies)
(4) By-law certificates (copies)
(5) Bacteriological and Chemical quality of water and results of treated water dumpages

File Size:

Key Identifier: Alphabetic by Municipality

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - current + 2 years
By Record
Centre - 13 years

Years Available: retain Jan. 1968 to present

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Pollution Control Planning Branch
Municipal Waste Section

File Name:

Phosphorous Removal Programme - as Part
of Canada - Ontario Agreement

File Objective:

File Description:

Data on the implementation of phosphorous
removal from treatment plants of the
Province, including detail and cost,
consultants reports, and the amount of
phosphorous discharge at the time of the
study.

File Size:

Key Identifier:

Confidentiality Status:

Physical Format:

Retention Period: By Branch -
By Record
Centre -

Years Available:

C68

Ministry/Agency:	Ministry of the Environment Project Operations Branch
File Name:	Plant Performance - Water, sewage, etc.
File Objective:	To provide data for evaluation of adequacy of existing facilities and of process equipment and design criteria in new projects
File Description:	Contains process data from water and sewage treatment installations
File Size:	200
Key Identifier:	none
Confidentiality Status:	not confidential within the government
Mode of Storage:	paper file
Retention Period:	indefinitely

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Research
Applied Science

File Name:

Research Project Files

File Objective:

An operational record used as a precedent for future studies. Also used to answer queries regarding the study.

File Description:

Pamphlets, technical papers and data related to various research studies carried out by this section pertaining to the development and design of water and waste treatment programs.
- original final report containing findings and recommendations.
- correspondence from the public and other environmental agencies containing their opinions of the report.

File Size:

Key Identifier:

Numeric by assigned number

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch -

By Record
Centre -

Years Available:

retain correspondence and reports until
obsolete. retain Jan. 1971 to present

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Research
Technical Advisory Service

File Name:

Sewage Treatment Files

File Objective:

An operational record used as a precedent if similar problem arises in projects. Also used to answer queries re: Sewage treatability.

File Description:

Correspondence from other branches requesting assistance in solving operating problems re: Sewage treatability related to sewage treatment plants (Provincial or Municipal)
Design Report RE: Sewage Treatment Plant Progress Reports
Bacteriological and other data collected
Final Report containing the findings and recommendations regarding the treatability study.

File Size:

Key Identifier:

Alphabetical by Plant Name

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch - 2 years

By Record
Centre -

Years Available:

Jan. 1971 to present retained

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Private Waste and Water Management
Technical Services

File Name: Special Sewage Installation files

File Objective: An operational record used for evaluating the performance of the system and for making any recommendations for improvement of the system.

File Description: Correspondence and data performance sheets pertaining to various sewage disposal systems installed in private institutions with the technical assistance of this branch on request of local health officials. Also included are reports and technical information related to how the sewage disposal system operates.

File Size:

Key Identifier: Alpha by subject

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 20 years
By Record
Centre -

Years Available: retain Jan 1968 to present

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Private Waste and Water Management
Technical Services

File Name: Special Water Disposal Installations

File Objective: An operational record used for evaluating the performance of the water disposal system and to make any recommendations for improvement.

File Description: Correspondence and data performance sheets pertaining to various water disposal systems installed in private institutions with technical assistance of this Branch on request of local Health officials. Also included is technical information related to how the system operates.

File Size:

Key Identifier: Alpha by Subject

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 20 years
By Record
Centre -

Years Available: retain Jan. 1968 to present

Department/
Ministry/Agency: Ministry of the Environment
Branch and Section: Private Waste and Water Management
Technical Services

File Name: Tracer Files (Tracing discharged effluent)

File Objective: An operational record used to determine whether or not these sewage systems were polluting the ground water during the test period.

File Description: Correspondence and Bacteriological results pertaining to studies carried out to develop techniques for tracing effluent discharged from subsurface sewage disposal systems. Tracers in the form of chemical dyes and radio-isotopes were used in various private establishments requiring special study on numerous recreational lakes.

File Size:

Key Identifier: By Lake Name

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 5 years
By Record
Centre -

Years Available: retain Jan. 1968 to present

Ministry/Agency: Ministry of the Environment
Water Supply & Pollution Control Division
Sanitary Engineering Branch

File Name: Treatment Works Contract Services File

File Objective: To record planned and actual times and monies spent by various consultants, contractors and bonders on various types of jobs associated with the development of water and sewage works, etc.

File Description: project identification
location codes
consultant/contractor identification
dates planned and actual
job type codes
monies planned and actual

File Size: 3,000

Key Identifier: project

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Supply and Pollution Control Division
Sanitary Engineering Branch

File Name: Treatment Works Descriptor File

File Objective: To provide information on water and
sewage plants with respect to identification,
location and prime characteristics

File Description: works identification and name
location codes
types and capacities

File Size: 800

Key Identifier: works number

Confidentiality Status: non confidential

Mode of Storage: computer tape and disc

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Water Supply & Pollution Control Division
Sanitary Engineering Branch

File Name: Treatment Works Planning File

File Objective: To provide information on works
requirements and associated monies
over a multi-year period

File Description: works code
problems
requirements codes
planned capital expenditures per
year for 5 year period

File Size: 800

Key Identifier: works code

Confidentiality Status: confidential

Mode of Storage: computer tape & disc

Retention Period: indefinitely

INDUSTRIAL WASTES

(File Titles)

- (1) Control Point Descriptor File
- (2) Industrial Waste Trade Files
- (3) Industrial Descriptor File
- (4) Monitoring Results Summary File

Ministry/Agency: Ministry of the Environment
Industrial Waste Branch

File Name: Control Point Descriptor File

File Objective: To identify, locate and give some other
prime data on company discharge points
to receiving waters

File Description: company/plant identification
control point identification
sampling period
location codes
etc.

File Size: 1000 to start with in 1973

Key Identifier: company, plant, control point number

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Department/
Ministry/Agency;
Branch and Section:

OWRC
Division of Industrial Wastes

File Name: Industrial Waste Trade Files

File Objective: To permit for the orderly control of pollution for all industries throughout Ontario.

File Description: Industrial Waste file contains:

- (1) Application for approval
- (2) Letters of complaint on pollution
- (3) Inspection Reports by OWRC
- (4) Water analysis sheets
- (5) Letters of Prosecutions
- (6) Misc. correspondence related to Industrial Waste

File Size:

Key Identifier: Municipalities by Industries

Confidentiality Status: Confidential within Government

Physical Format: paper files

Retention Period: By Branch - 2 years
By Record
Centre - 23 years

Years Available: retain - Jan. 1/68 to present

Ministry/Agency: Ministry of the Environment
Industrial Waste Branch

File Name: Industry Descriptor File

File Objective: To identify, locate and give some prime
information on type of plant, etc.

File Description: plant identification
municipality
location codes
industry classification
etc.

File Size: 200 to start with in 1973; 1000 in 1974

Key Identifier: company/plant number

Confidentiality Status: not available

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Industrial Wastes Branch

File Name: Monitoring Results Summary File

File Objective: To record effluent sample results from
company discharge points to receiving
waters

File Description: company/plant/control point identification
concentrations and loading levels limits
time information
actual concentrations and loadings

File Size: 50,000 + a year to start

Key Identifier: company/plant/control point number

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

SOLID WASTES

(File Titles)

- (1) Derelict Motor Vehicles Survey
- (2) Litter Survey Master File
- (3) Newspaper Recycling Survey Master File
- (4) Wastes - Collection, Storage and Transportation
- (5) Wastes - Origins and Characteristics
- (6) Wastes - Treatment and disposal

Department/
Ministry/Agency;
Branch and Section:

Environment
Pollution Control Branch
Solid Wastes Unit

File Name:

Derelict Motor Vehicles Survey

File Objective:

An operational record used to calculate the number of derelict cars existing also used for evaluating the attitude of the public towards derelict cars.

File Description:

A record containing the results of a survey conducted by planning section personnel regarding the quantity, location and owners of derelict motor vehicles in Ontario.

Computer system contains:
site identification
date
type of area
types of derelict motor vehicle
situation encountered

File Size:

10,000

Key Identifier:

numeric by municipal code
computer system: site identification/survey
form number

Confidentiality Status:

Physical Format:

paper files and computer medium

Retention Period:

By Branch - 3 years

By Record

Centre -

Years Available:

Jan. 72 to present retained

Ministry/Agency: Ministry of the Environment
Pollution Control Branch
Solid Wastes Unit

File Name: Litter Survey Master File

File Objective: To provide assessment and control
information pertaining to litter

File Description: site identification
type of area
type of litter encountered

File Size: 10,000

Key Identifier: site identification

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pollution Control Branch
Solid Wastes Unit

File Name: Newspaper Recycling Survey Master File

File Objective: To provide assessment information pertaining
to newspaper recycling in the Brampton area

File Description: site identification
site description
newspaper type, etc.

File Size: 20,000

Key Identifier: site number

Confidentiality Status: confidential

Mode of Storage: computer medium

Retention Period: indefinitely

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Pollution Control Branch
Solid Wastes Unit

File Name:

Wastes - Collection, Storage and Transportation

File Objective:

An operational record used as a reference to ensure that the various types of wastes are transported, stored and collected as quickly and efficiently as possible.

File Description:

Correspondence, Reports and newspaper clippings related to various aspects and methods of collection, storage and transportation of agricultural, industrial, municipal, hospital and hazardous wastes.

File Size:

Key Identifier:

Numeric Block 3000 - 3599

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch - 2 years

By Record
Centre -

Years Available:

destroy - Jan. 1971 - present retained

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Pollution Control Branch
Solid Wastes Unit

File Name:

Wastes - Origins and characteristics

File Objective:

An operational record used as a reference
for training Waste Management personnel
for operation duties.

File Description:

Correspondence and technical papers related
to the origins and characteristics of
municipal, industrial, agricultural,
hospital and hazardous wastes. Also
included are blueprints showing the various
Ontario Hospital Disposal Sites

File Size:

Key Identifier:

Numeric Block - 2000 - 2999

Confidentiality Status:

Physical Format:

paper files and plans

Retention Period:

By Branch - 2 years
By Record
Centre -

Years Available:

1971 (Jan. to present retained

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Pollution Control Branch
Solid Wastes Unit

File Name: Wastes - Treatment and disposal

File Objective: Operational record used to:
- Compare different methods of waste treatment and disposal
- to dictate and recommend types of disposal and treatment methods to be used.

File Description: Correspondence and reports pertaining to existing waste treatment facilities, various methods of waste treatment, and existing disposal sites in regards to industrial, agricultural, hospital, and hazardous wastes.

File Size:

Key Identifier: Numeric - Block 4000 - 4299

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 2 years
By Record
Centre -

Years Available: Jan. 1971 to present retained

PESTICIDES

(File Titles)

- (1) Classification of Pesticides and Pesticide Containers
- (2) Licensed Pesticides Exterminator
- (3) Licensed Pesticide Vendors
- (4) Permits for using DDT, Herbicides and Group A Substances
- (5) Poison Control Information (Electronic File System)
- (6) Registered Custom Sprayers
- (7) Reports
- (8) Research Grants
- (9) Technical Information Files (Pesticides)

Department/
Ministry/Agency; Ministry of the Environment
Branch and Section: Pollution Control
Pesticides

File Name: Classification of Pesticides and Pesticide Containers

File Objective: An operational record used as a guideline in classifying new pesticide compounds brought onto the market.

File Description: Contains correspondence, reports, investigation toxicity data etc., used to determine classification, by type, of pesticides and pesticide containers as specified in Regulation 657 under the Pesticides Act.

File Size:

Key Identifier: Alpha by Pesticide Names

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 4 years
By Record Centre -

Years Available: 1970 - present

Ministry/Agency: Ministry of the Environment
Pollution Control Branch
Pesticides

File Name: Licensed Pesticides Exterminators

File Objective: To provide information on all
licensed pesticides exterminators
in the Province of Ontario

To provide data for investigations
regarding complaints received from
the public

To control the use of pesticides by
licensed personnel

File Description: Contains information on all licensed
operators and exterminators in the
Province of Ontario

File Size: not available

Key Identifier: different colour of cards for different
classes of licences

Confidentiality Status: not confidential

Mode of Storage: card wheel - double

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pollution Control Branch
Pesticides

File Name: Licensed Pesticide Vendors

File Objective: To provide information on all licensed
Pesticide Vendors in the Province of
Ontario.

To provide data for investigations
regarding complaints received from
the public

To control the sale of pesticides by
licensed personnel

File Description: Contains information on all licensed
Pesticide Vendors in the Province of
Ontario

File Size: not available

Key Identifier: covering letter in numerical and
alphabetical sequence

Confidentiality Status: not confidential

Mode of Storage: binders

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pollution Control Branch
Pesticides

File Name: Permits for using DDT, Herbicides and
Group A Substances

File Objective: To provide data for control of
pesticides and herbicides

File Description: Contains
1) permits issued by pesticide
control service for use of DDT
on tobacco, apples, carrots,
onions, etc.
2) permits for use of a hormone type
herbicide by an airborne machine
3) permits for use of gases in
fumigation

File Size: not available

Key Identifier: none

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 3 years

Ministry/Agency: Ministry of the Environment
Pollution Control Branch
Pesticides

File Name: Poison Control Information
(Electronic File System)

File Objective: Data for use in emergency situations,
illness or death caused by accidental
treatment

Provide data for preventative treatment

File Description: Contains information on chemical
composition, toxicity, first aid
and antidotes

File Size: not available

Key Identifier: generic, chemical or common name
(filed alphabetically)

Confidentiality Status: not confidential

Mode of Storage: card system

Retention Period: indefinitely

Ministry/Agency: Ministry of the Environment
Pollution Control Branch
Pesticides

File Name: Registered Custom Sprayers

File Objective: To provide information on the
spraying done on land used for
animal and plant production

File Description: Contains data on registered
custom sprayers in Ontario

File Size: not available

Key Identifier: none

Confidentiality Status: confidential

Mode of Storage: ~~not~~ available

Retention Period: indefinitely

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Pollution Control Planning
Pesticides

File Name:

Reports

File Objective:

An operational record used to publicize the findings of the committee and as a reference for input into future legislation

File Description:

Originals of some reports published by the committee on various pesticides matters. These reports can be very technical such as "The Chlorodane Report" on chlorinated hydrocarbons, or more general such as "Guidelines on importation of unregistered pest control products for commercial production of plants and animals". Reports are submitted to the minister for approval. If approved they are tabled in the House. This series also contains the unpublished reports.

File Size:

Key Identifier:

Alpha by subject

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch -

4 years

By Record
Centre -

Years Available:

1970 to present

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Pollution Control Planning
Pesticides

File Name: Research Grants

File Objective: An operational record used to ensure pesticide research is up to date and that projects receiving a grant carry out research as submitted.

File Description: Submissions from researchers outlining projects on pesticides for which they are requesting a grant. After project selected for grant, file also contains:

- amount of grant
- estimated duration of project
- interim progress reports

+ A final report is submitted when research is finalized.
Grants are given mainly to universities and established research centres

File Size:

Key Identifier: by year then consecutive numeric

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 4 years
By Record
Centre -

Years Available: 1973 to present

Ministry/Agency:	Ministry of the Environment Pollution Control Branch Pesticides
File Name:	Technical Information Files (Pesticides)
File Objective:	To provide data to advise the management and high government officials on the status of any particular chemical, i.e. chemical composition, toxicity, formulations and rises
File Description:	Contains technical information of pesticides products, sold, distributed and used in Canada, U.S.A., England and other countries
File Size:	not available
Key Identifier:	chemical nomenclature
Confidentiality Status:	confidential
Mode of Storage:	paper file
Retention Period:	indefinitely

MISCELLANEOUS

(File Titles)

- (1) "Enforcement - Ontario Water Resources Act "
- (2) Program Analysis Files (Special Studies, Multi-year plan, PPBS)
- (3) Rate Revision Files - Provincial Sewage and Water
- (4) Survey and Systems - General Projects

Ministry/Agency: Ministry of the Environment
Legal Services Branch

File Name: "Enforcement - Ontario Water Resources Act"

File Objective: To provide data to answer inquiries
To assess workloads of legal offices

File Description: Contains enforcement action taken under the
Ontario Water Resources Act including
prosecutions and administrative orders

File Size: 50 per annum

Key Identifier: name of company or individuals, number of
convictions, dates of administration

Confidentiality Status: not confidential - statistics are sparingly
examined before release to public to avoid misinterpretation of
their significance

Mode of Storage: paper file

Retention Period: indefinitely

Department/
Ministry/Agency; Environment
Branch and Section: Administrative Services
Program Planning & Evaluation Branch

File Name: Program Analysis Files (Special Studies,
Multi year plan, PPBS)

File Objective: An operational record which provides
support information for management policy
decisions. Also used to define and evaluate
ministry objectives.

File Description: Contains originals and copies of reports
compiled by program analysis personnel
upon request by the Deputy Minister and
pertaining to ministry organization, management
policy, studies on environmental issues
such as: Air Pollution, Water and Waste
Management, Noise Pollution and Urban
Environment. Also includes related
correspondence and technical papers. In
addition there are reports and correspondence
related to the multi year plan which
contains financial projections and program
forecasts of the various operational branches.
Also to be found are reports and technical
papers which identify the role, policy,
activities and structure of the ministry
and its' branches. NOTE: this is no longer
a function of this section.

File Size:

Key Identifier: Numeric by Code #

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch -
By Record - 5 years
Centre -

Years Available: transfer to Archives

Department/
Ministry/Agency;
Branch and Section:

Environment
Financial Services

File Name:

Rate Revision Files - Provincial Sewage
and Water

File Objective:

An operational record used to establish
water and sewage rates or billings for
the municipality.

File Description:

File containing:

- financial statements, initial estimates
and final costs re: Provincial and Sewage
Project
- Amount of interest charged for the loan
for construction of the project
- Flow sheet showing the daily flow
of sewage or water in the plant.

File Size:

Key Identifier:

Alphabetical by township

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch - 11 years

By Record
Centre - 50 years

Years Available:

Jan. 1969 to present - retained

Department/
Ministry/Agency;
Branch and Section:

Ministry of the Environment
Administrative Services
Systems

File Name: Surveys and Systems - (General Projects)

File Objective: To facilitate backup should any problems be encountered with the magnetic tape master file.

File Description: Source documents and computer cards pertaining to different types of Pollution Surveys such as: Litter and Derelict Motor Vehicles Surveys:

- Hydrologic Data Surveys Related to; types and sizes of water wells, hydrologic and Meteorologic data Re: Conditions surrounding rivers and streams,
- Contract Services information system pertaining to water and sewage treatment plants and containing such information as; completion dates, costs and description.
- Assets system information containing the inventory synopsis of all Ministry assets worth more than \$25.00.

File Size:

Key Identifier: Numeric by Assigned #

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - current year only

By Record
Centre - 5 years

Years Available:

APPENDIX D

DATA FILES HELD BY THE
ONTARIO MINISTRY OF
NATURAL RESOURCES

INDEX OF APPENDIX D

	<u>Number of File Titles</u>	<u>Begins on Page</u>
Hunting and Angling License File	1	D-1
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Parks, Lands, Recreation and Conservation Authorities	13	D-51
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Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Hunting and angling license file

File Objective: To provide data to verify the purchase
of a hunting license or angling license

To provide a source of names and
addresses for an annually mailed survey
of sportsmen

File Description: This file contains copies of all angling
and hunting licenses issued in Ontario

File Size: 2,500,000

Key Identifier: numeric identifier (license number)
and the issuer who sold the license

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: angling - 1½ years
hunting - 3 years 3 months in Branch

FISHERIES AND RELATED SUBJECTS

(File Titles)

- (1) Commercial Fish Resources Files
- (2) Commercial Fisheries (Equipment, boats and shore installations)
- (3) Commercial Fisheries (Production and Value)
- (4) (Daily) Commercial Fisheries Reports
- (5) Commercial Fishing Annual Reports
- (6) Commercial Fishing Licence Copies
- (7) Commercial Fishing Licence Record Books
- (8) Commercial Fishing Licensee Mailing List
- (9) Commercial Fishing Summary Files
- (10) Creel Census Interview
- (11) Data Processing Punch Cards; Commercial Fish Statistics
- (12) Record of Commercial Fishing Licence Quotas
- (13) Records of Harvest, Employment and Capital Investment in the Commercial Fishing Industry
- (14) Tabulated Statistical Commercial Fishing Summaries
- (15) District Annual Bait Fish Reports
- (16) Field Record for Minnow Collection FR-4
- (17) Fish Stocking Records
- (18) Gill Net Catch Records FR-5
- (19) Lake Record Cards
- (20) Lake Survey Summary Sheet FR-3
- (21) Landing and Equipment Ledgers
- (22) Licence and Catch Report Cards
- (23) Monthly Fish Hatchery Production Summary
- (24) Record of Mercury Inspection Activity
- (25) Stream Survey Summary

Department/
Ministry/Agency;
Branch and Section:

Ministry of Natural Resources
Commercial Fish and Fur
Commercial Fish

File Name:

Commercial Fish Resource Files

File Objective:

Operational records, used when supplying information on commercial fishing and when planning for the management and development of the resource.

File Description:

Originals and copies of correspondence to and from district offices, scientists universities, scientific journals, newspapers, etc., data and printed information on the status of fish species (population levels, length-weight relationships, growth curves), on the environment, and on commercial fish resource development activities.

File Size:

Key Identifier:

Block numeric by subject

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch - 10 years

By Record
Centre -

Years Available:

retain 1961 - date
destroy - subject to Archival Selection

Ministry/Agency:	Ministry of Natural Resources Commercial Fish and Fur Branch
File Name:	Commercial Fisheries (Equipment, boats and shore installations)
File Objective:	To provide data for commercial Fish Economic Survey
File Description:	This file contains data on equipment, boats and shore installations of Commerci Fisheries
File Size:	2000
Key Identifier:	by equipment
Confidentiality Status:	not confidential
Mode of Storage:	punch card, computer tape
Retention Period:	indefinitely

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fisheries (Production and Value)

File Objective: To provide data in commercial fish
production for biological and economic
management of the resource

File Description: Contains data on the production and value
of commercial fish landings

File Size: 2,000 monthly

Key Identifier: fish species

Confidentiality Status: not confidential

Mode of Storage: punch card, computer tape

Retention Period: indefinitely

Department/
Ministry/Agency: Ministry of Natural Resources
Branch and Section: Commercial Fish and Fur
Commercial Fish

File Name: (Daily) Commercial Fisheries Reports

File Objective: Operational records, used to supply information on species of fish caught, total weight sold, and average price per pound.

File Description: Commercial Fisheries Reports submitted monthly by licensed commercial fishermen reporting daily fishing activities, such as landing point and volume, value and species of fish caught.

File Size: approximately 1200 sheets/month
Form Number: CF.1

Key Identifier: Chronological by month within district

Confidentiality Status:

Physical Format: Folded form (Paper file)

Retention Period: By Branch - 3 years
By Record
Centre - 12 years

Years Available: 1969 (Jan.) to date retained
Destroy

Department/
Ministry/Agency; Ministry of Natural Resources
Branch and Section: Commercial Fish and Fur
 Commercial Fish

File Name: Commercial Fishing Annual Reports

File Objective: Operational records, used to provide
 data for analysis on the status of the
 fishing industry and when replying to
 correspondence from the licensee.

File Description: Reports received annually from each licensee
 showing species, quantity and value of
 fish caught; type, quantity and value
 of fishing equipment used; and money spent
 on the purchase of fishing equipment.

File Size:
Form Number: CF.8A

Key Identifier: Chronological by year within district

Confidentiality Status:

Physical Format: Folded forms (paper file)

Retention Period: By Branch - 2 years
 By Record
 Centre - 8 years

Years Available: Jan. 1969 to Dec. 1969 transferred
 Jan. 1970 to date retained
 Destroy

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fishing Licence Copies
(Forms CF 96, CF 69 and CF 68)

File Objective: To provide management information on
the commercial fishing industry and
to verify the issue of a licence

File Description: Third copies of Commercial Fishing
Licence, Licence to Preserve Bait-Fish
and Bait-Fish Dealer's Licence

File Size: 4000/yr.

Key Identifier: licence number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

SCHEDULE NO: 0345

Department/
Ministry/Agency;
Branch and Section:

Ministry of Natural Resources
Commercial Fish and Fur
Commercial Fish

File Name:

Commercial Fishing Licence Record Books

File Objective:

Housekeeping records, used as a precedent in determining privileges granted and restrictions imposed on the licensees and for preparing historical and research reports on commercial fishing in the province.

File Description:

Commercial Fishing Licence Record Books showing a historical record of commercial fishing licences issued by the Ministry and outlining names and addresses of licensees, description of areas in which persons are permitted to fish, type of fishing gear permitted, restrictions imposed on licensees and fees paid.

File Size:

Key Identifier:

Numerically by licence number by licence type within names of lakes.

Confidentiality Status:

Physical Format:

binders

Retention Period: By Branch - 20 years

By Record
Centre -

Years Available:

transfer to Archives twenty years after binders are superseded.

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Commercial Fishing Licensee Mailing List

File Objective: To provide a list of names of people
licensed to fish commercially for bait-
fish and food-fish

File Description: This file lists alphabetically by district
the licensee name, types of licence and type
of gear

File Size: not available

Key Identifier: district name and type of licensee

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 10 years

SCHEDULE NO: 0347

Department/
Ministry/Agency;
Branch and Section:

Ministry of Natural Resources
Commercial Fish and Fur
Commercial Fish

File Name:

Commercial Fishing Summary Files

File Objective:

Operational records, used for industrial assessment, for providing information to the government and the public, and for planning the management of the commercial fishing industry.

File Description:

Original summaries of commercial fishing reports prepared by head office showing landing ports, value and species of fish caught, fishing gear used, fishing location.

File Size:

Key Identifier:

Block numeric by subject

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch - 2 years

By Record
Centre -

Years Available:

retain 1961 - date

Ministry/Agency: Ministry of Natural Resources,
Sport Fisheries Branch

File Name: Creel Census Interview
(Form SF 150)

File Objective: To provide a record of creel census
interviews to aid in the analysis of
the fish-angler complex

File Description: This file contains information describing
the activities of fishing parties such as
number hours fished, bait used, fishing
method, weather, visitor type, origin,
type of fishing, number of lines, species
sought, species caught, and number released

File Size: 25,000/year

Key Identifier: lat/long, date, party number

Confidentiality Status: not confidential

Mode of Storage: tape

Retention Period: indefinite

SCHEDULE NO: 0365-1

Department/
Ministry/Agency;
Branch and Section:

Ministry of Natural Resources
Commercial Fish and Fur
Commercial Fish

File Name:

Data Processing Punch Cards -
Commercial Fish Statistics

File Objective:

Operational records, used for loading
data into the computer in machine-
readable format.

File Description:

Punch cards containing data for
summaries and analysis of commercial fish
statistics - catch, fishing effort,
equipment, and price per pound - used
for preparing statistical printouts.

Tabulated statistical commercial fishing
summary printouts are kept for 20 years,
then destroyed (see Schedule No. 0365).

File Size:

Key Identifier:

By species and lake

Confidentiality Status:

Physical Format:

cards

Retention Period: By Branch -

By Record
Centre -

Years Available:

Destroy immediately after data have been
put on magnetic tape.

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Record of Commercial Fishing
Licence Quotas

File Objective: To provide fisheries management
information on allowable catch
from various lakes

File Description: Records showing fisheries and
related quotas

File Size: not available

Key Identifier: fishery name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Records of Harvest, Employment and
Capital Investment in the Commercial
Fishing Industry

File Objective: To provide long-term socio-economic and
biological information on the commercial
fishery

File Description: Various statistical summaries of above
by area

File Size: not available

Key Identifier: harvest area

Confidentiality Status: not confidential unless describing
an individual fishery

Mode of Storage: paper file

Retention Period: indefinitely

Department/
Ministry/Agency; Ministry of Natural Resources
Branch and Section: Commercial Fish and Fur
Commercial Fish

File Name: Tabulated Statistical Commercial Fishing
Summaries

File Objective: Operational records, used for fishery
management planning, for providing
statistical information on the fishing
industry, and for preparing research
reports on commercial fisheries in the
province.

File Description: Annual and monthly tabulated statistical
computer printouts showing fishery production
figures and commercial fishing statistics,
such as name and location of lakes,
species, value and weight of fish caught,
and type of fishing gear used.

File Size:

Key Identifier: Chronologically by month within year

Confidentiality Status:

Physical Format: computer printouts

Retention Period: By Branch - 10 years
By Record
Centre - 10 years

Years Available: retain 1963 to date

Department/
Ministry/Agency;
Branch and Section:

Ministry of Natural Resources
Commercial Fish and Fur
Commercial Fish

File Name: District Annual Bait Fish Reports

File Objective: Operational records, used for assessing
the annual bait fish production and
sales.

File Description: Original reports on the bait fish industry
received annually from the various
districts, showing amount of bait fish
caught and sold and amount of capital
invested in fishing equipment by the
licensees.

Copies of reports are housed in each
district office.

File Size:

Key Identifier: Block numeric by subject

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 3 years
By Record
Centre -

Years Available: Destroy

Ministry/Agency: Ministry of Natural Resources
Fisheries Branch

File Name: Field Record for Minnow Collection - FR 4

File Objective: To provide a record to accurately identify
the location of capture of minnow samples

File Description: This file contains field records documenting
the date, exact location, method of capture
and method of preservation of minnows
collected

File Size: 900

Key Identifier: (i) district code (ii) alphabetical listing
of lakes

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Fisheries Branch

File Name: Fish Stocking Records

File Objective: To provide data for the preparation of the
annual fish distribution report and for
purposes of management and evaluation of
stocking success

File Description: This file contains a record of all lakes
and streams currently stocked with hatchery
reared fish

File Size: not recorded

Key Identifier: i) waters stocked ii) county iii) species
iv) hatchery

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Gill Net Catch Record FR 5

File Objective: To provide a permanent record of species
and quantity of fish taken by gill netting

File Description: This file contains a record of the number
and kind of fish taken by gill netting

File Size: 300

Key Identifier: district code and alphabetically within
a district

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Department/
Ministry/Agency; Ministry of Natural Resources
Branch and Section: Commercial Fish and Fur
Commercial Fish

File Name: Lake Record Cards

File Objective: Operational records, used for documenting the number of licenses issued for each lake, and for answering questions on commercial fishing carried out on each lake; also used to prepare statistics and research reports on commercial fisheries in the province.

File Description: Lake record cards showing names and locations of lakes where commercial fishing is done, names of licensees permitted to fish in each lake, their licence number, number of years they've been fishing and the types of fishing gear used.

File Size:

Key Identifier: Alphabetic by names of lakes

Confidentiality Status:

Physical Format: cards

Retention Period: By Branch - 15 years
By Record
Centre -

Years Available: destroy 15 years after each card is superseded.

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Lake Survey Summary Sheet FR 3

File Objective: To provide data for hatchery stocking
of fish and the setting of commercial
fish quotas for various planning groups
and for future management purposes

File Description: This file contains a collection of
physical, chemical and biological data
of lakes in Ontario

File Size: 8000

Key Identifier: by district code and alphabetically within
a district

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Department/
Ministry/Agency: Ministry of Natural Resources
Branch and Section: Commercial Fish and Fur
Commercial Fish

File Name: Landing and Equipment Ledgers

File Objective: Operational records, used as a long-term compilation of economic statistics for management planning and to prepare statistics and research reports on commercial fisheries in the province.

File Description: Landing and Equipment Ledgers showing quantities and value of fish landed by commercial fishermen, and type of equipment used in each body of water or lake.

File Size:

Key Identifier: Alphabetic by names of lakes within year.

Confidentiality Status:

Physical Format: ledgers

Retention Period: By Branch - 10 years
By Record
Centre - 15 years

Years Available: transfer to Archives 25 years after
each ledger is superseded. 1961 to date retained

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Licence and Catch Report Record Cards

File Objective: To verify licensing and the receipt of
fishing reports

File Description: Electrofile cards showing licensee's
name, licence number, type of gear,
fishing location, and whether reports
have been received

File Size: 1200 cards

Key Identifier: licensee name

Confidentiality Status: not confidential

Mode of Storage: cards in electrofile

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Monthly fish hatchery production
summary

File Objective: To provide a summary of stock
on hand each month for the
purpose of allocation and
distribution of stocks to
various districts

To provide indicators of
relative production efficiency

To provide data for the preparation
of a production cost analysis

File Description: This file contains a monthly inventory
of each lot of fish in each hatchery
including number, weight and size of
fish, amount of food fed, mortality,
growth and food conversion

File Size: not specified

Key Identifier: (i) name of hatchery (ii) lot code number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Record of Mercury Inspection Activity

File Objective: To provide information on results of
sampling for mercury contamination
in commercially fished lakes

File Description: Sheets listing harvest area and testing
results

File Size: approximately 1000 sheets

Key Identifier: date of analysis and harvest area

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: 15 years

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Stream Survey Summary

File Objective: To provide information on the ecological characteristics of streams as an aid to management and planning

File Description: This file contains a collection of physical, chemical and biological data on streams in Ontario

File Size: 1500

Key Identifier: alphabetic by stream name, sequential
by station number

Confidentiality Status: not confidential

Mode of Storage: paper

Retention Period: indefinite

WILDLIFE AND RELATED SUBJECTS

(File Titles)

- (1) Aerial Inventory of Moose
- (2) Aerial Survey (Beaver Colonies)
- (3) Beaver Population Dynamics
- (4) **Big Game Killed by Means Other Than Legal Hunting**
- (5) Deer and Moose Pellet Group Counts
- (6) Deer Browse Tally Form
- (7) Deer Checking Station cards
- (8) Deer Hunt Camp Report Forms
- (9) District Waterfowl Banding Report
- (10) Moose Browse Tally Form
- (11) Moose Checking Station Records
- (12) Pollution Files
- (13) Toxic Metals
- (14) Provincial Planning Files
- (15) Predator Control
- (16) Random Singing Ground Census - Woodcock
- (17) Small Game Harvest Statistics
- (18) Summer Grouse Observations
- (19) Trapline Inspection
- (20) Trapper Fur Harvest
- (21) Waterfowl Census
- (22) Wolf Damage to Livestock Compensation Act

Ministry/Agency:	Ministry of Natural Resources Wildlife Branch
File Name:	Aerial Inventory of Moose
File Objective:	To provide data for statistical analysis of the moose population
File Description:	This file contains records of flight conditions and observations of moose
File Size:	500
Key Identifier:	none
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	indefinitely

Ministry/Agency:	Ministry of Natural Resources Commercial Fish and Fur Branch
File Name:	Aerial Survey (Beaver Colonies)
File Objective:	To provide data for beaver management
File Description:	This file contains data on the location of beaver colonies to specific areas of the province
File Size:	21 maps and reports
Key Identifier:	none
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	indefinitely

Ministry/Agency:	Ministry of Natural Resources Commercial Fish and Fur Branch
File Name:	Beaver Population Dynamics
File Objective:	To provide data for beaver management relative to harvest potential
File Description:	This file contains the productivity, mortality and density of the beaver population
File Size:	15,000
Key Identifier:	specimen number and exact map location
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	indefinitely

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Big game killed by means other than legal
hunting

File Objective: To provide an independent means of assessing
changes in game populations and of assessing
natural mortality, mainly deer, moose and

To provide some data on reproductive rates
of the animals killed

File Description: This file contains data on -
1) big game killed by means other than legal
hunting
2) the reproductive rates of the animals
killed

File Size: 1500 annually

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: punch card

Retention Period: indefinitely

Ministry/Agency:	Ministry of Natural Resources Wildlife Branch
File Name:	Deer and Moose Pellet Group Counts
File Objective:	To provide data for a report for head office
File Description:	This file contains records of counts of deer and moose droppings during surveys to establish population indices
File Size:	variable
Key Identifier:	none
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	a number of months determined by district

Ministry/Agency: Ministry of Natural Resources
Fish and Wildlife Research Branch

File Name: Deer Browse Tally Form

File Objective: To provide data for browse surveys and fo
reports sent to head office

File Description: This file records the counts of stems or
of young trees and shrubs eaten by deer

File Size: variable 12-100

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: a number of months dependent by the distri

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Deer checking station cards

File Objective: To provide data for district reports which are forwarded to head office and, in future, entered into the Fish and Wildlife library

File Description: This file contains data concerning the numbers of hunters and the number, sex and age ratio and measurements of deer checked at checking stations or hunt camps

File Size: 5000

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: unpunched cards

Retention Period: retained by district staffs for periods which they determine

Ministry/Agency:	Ministry of Natural Resources Wildlife Branch
File Name:	Deer Hunt Camp Report Forms
File Objective:	To provide data on deer hunter numbers and success, and the age and sex ratios of deer
File Description:	This file contains data on the length of hunting and number of deer shot by deer hunters and the sex and age ratios of deer
File Size:	2000
Key Identifier:	none
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	retained by districts for periods determined by them

Ministry/Agency:	Ministry of Natural Resources Wildlife Branch
File Name:	District Waterfowl Banding Report
File Objective:	To provide a ready reference concerning waterfowl banding
File Description:	This file contains the number and species of waterfowl live - trapped and banded at various locations in each of 21 forest districts
File Size:	18
Key Identifier:	none
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	5 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Moose Browse Tally Form

File Objective: To provide data for a report
for head office

File Description: This file contains records of
counts of stems or twigs of
young trees and shrubs eaten
by moose

File Size: variable 12-100

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: a number of months as decided by the
district

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Moose checking station records

File Objective: To provide data for district reports which are sent to head office and eventually entered into the fish and wildlife library

File Description: This file contains numbers of moose hunters and the number, sex, and age ratio and measurements of moose collected at moose checking stations

File Size: 800 annually

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: retained in districts for periods determined by them

File Name: Pollution Files

File Description: Originals and copies of reports on such matters as mercury, industrial waste, and insecticide pollution and related correspondence.

Key Identifier: Alphabetic by subject

Physical Format: paper files

Years Available: retain Jan. 1969 to date (to be decided
after schedule is approved.
Destroy after Archival selection

Ministry/Agency: Ministry of Natural Resources
Sport Fisheries Branch

File Name: Toxic Metals

File Objective: To provide a facility for both the
monitoring and analysis of toxic
metals in the aquatic ecosystem

File Description: This file contains information on the
length, weight and amount of contaminant
in fish as well as references to the
original sample, detailing the form
analysed, lab doing the analysis, their
sample number, capture date and location
of capture

File Size: 30,000

Key Identifier: watershed, lat/long, substance, species, year

Confidentiality Status: confidential

Mode of Storage: tape

Retention Period: indefinite

Department/
Ministry/Agency; Lands and Forests
Branch and Section: Wildlife
 Planning

File Name: Provincial Planning Files

File Objective: Operational records, used when planning
 and developing wildlife policy, when
 determining land potential to support
 wildlife, and when replying to correspondence

File Description: Regional plans and policy dealing with
 regional development, such as wildlife
 land inventory, land acquisition for wildlife
 purposes, tourism and outdoor recreation
 planning, land capability to support
 wildlife, and related correspondence.

File Size:

Key Identifier: Alphabetic by regions

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 4 years
 By Record
 Centre -

Years Available: transfer to archives

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Predator Control

File Objective: To provide data for predator management

File Description: This file contains data on
investigations of predation
(wildlife) on domestic stock
and game populations

File Size: 75-100 annually

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Random singing ground census
- Woodcock

File Objective: To provide data -
1) to assess breeding woodcock
populations in Ontario on an
annual basis
2) to combine in a North American
Data Bank which is used to
determine trends in North
American woodcock populations

File Description: This file contains the number of
woodcock heard each spring on
randomly selected routes through
Southern Ontario

File Size: 85

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Small Game Harvest Statistics

File Objective: To maintain a record of hunting
success for each species

To provide data for following
trends, predicting future
success of hunters

File Description: This file contains a summary
by district and/or county of
hunting pressure and success
of species of small game

File Size: 47

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Summer Grouse Observations

File Objective: To provide data to follow trends in
ruffed grouse populations and to
predict availability of ruffed
grouse on an annual basis

File Description: This file contains data on the grouse
observed per mile of vehicle travel or
per man-day of field work in 21 forest
districts

File Size: 21

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Trapline Inspection

File Objective: To provide data for fur management
purposes

File Description: This file contains data on the
observations of officers relative
to fur bearer populations, trapping
techniques and captures on traplines

File Size: 100-200

Key Identifier: name and trapline #

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Natural Resources
Commercial Fish and Fur Branch

File Name: Trapper Fur Harvest

File Objective: To provide provincial fur (wild) production
data to relate to production potential
for management of resource

File Description: This file contains data on the harvest
of 18 species of wild furbearers by over
8000 trappers, by location, date

File Size: 43,000

Key Identifier: trapline number

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Waterfowl Census

File Objective: To provide Ontario's contribution
to 'Atlantic Water Fowl flyway
summary of continental mid-Winter
water'

File Description: This file contains the census
figures for various species of
waterfowl overwintering in
Ontario waters of the Great
Lakes and connecting waters

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 5 years

Ministry/Agency: Ministry of Natural Resources
Wildlife Branch

File Name: Wolf Damage to Livestock Compensation Act

File Objective: Wolf predation problem areas
expenditure on claims

File Description: Contains application for claims, valuer's
report, reports of hearings

File Size: 600 - 700 claims and reports

Key Identifier: numerical by districts

Confidentiality Status: not available

Mode of Storage: paper file

Retention Period: 5 years

PARKS, LANDS, RECREATION
AND CONSERVATION AUTHORITIES

- (1) Conservation Survey Photographs
- (2) Contentious Files: Wolves, Logging, Pollution
- (3) Fish and Wildlife (Project Files)
- (4) Land Evaluation Files
- (5) Land Use Study Files
- (6) Official Plan Files
- (7) Park Interpretation - Research
- (8) Public Organizations
- (9) Private Land Owner Survey in Southern Ontario
- (10) Sanitation - General
- (11) Sanitation - Water Testing Reports
- (12) Subdivision Files
- (13) Water Level Records (at Dam Sites)

Department/
Ministry/Agency;
Branch and Section:

Energy and Resources Management
Conservation Authorities Branch
Resources History

File Name: Conservation Survey Photographs

File Objective: An operational record used for illustrating Conservation Authorities reports, for Public Relations within the department and by various Authorities. Also used for Research purposes by Departmental Personnel.

File Description: Photographs (plus negatives) taken or collected during Conservation surveys from 1947 to 1965 (some collected, date back to the late 1800's) of Buildings, Dams, Flood areas, state of Waterways as they existed at time of survey. Photos and negatives of varying sizes filed in 9" X 11" envelopes, usually one negative and two photographs. Index to photos being retained in the department.

Series has been discontinued.

File Size:

Key Identifier: Numerical within Conservation Region

Confidentiality Status:

Physical Format: Photographs and Negatives

Retention Period: By Branch - -
By Record
Centre - 5 years

Years Available: 1947-1965 transfer to Archives

Department/
Ministry/Agency;
Branch and Section:

Lands and Forests
Services
Branch Director

File Name:

Contentious Files: Wolves, Logging, Pollution

File Objective:

Operational records, used for reference
purposes when making recommendations
to the Minister

File Description:

Contains copies of Minister's press
releases, reports, statistics, recommendations,
etc., on results of wolf surveys, studies
on commercial markets for wolf pelts,
wolf predation, logging in Quetico Park,
mercury in the environment, mercury level
in fish, pollution caused by outboard
motorboats and related correspondence,
used to record all activities and operations
undertaken at the department level.

File Size:

Key Identifier:

Alphabetically by Subject

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch - 2 years

By Record
Centre - -

Years Available:

Jan. 1969 to date retained
transfer to archives

Department/
Ministry/Agency; Energy and Resources Management
Branch and Section: Conservation Authorities Branch
Biology

File Name: Fish and Wildlife (Project Files)

File Objective: For reference in compiling reports, on
establishing Conservation Areas and
answering enquiries from the Public.

File Description: Correspondence, Reports, Inventories
etc. dealing with Fish and Wildlife,
Pollution, Sounding of Lakes, Mapping of
Aquatic Vegetation and Spawning areas
of Lakes and Rivers. Mapping of areas
having rare or unique Flora and Fauna
and recommending the acquisition of
areas for the retention of such areas
or species. Descriptions of Wild Life
and Fish habitat also Drainage areas.

File Size:

Key Identifier: Alpha by Conservation Authority by Project Name

Confidentiality Status:

Physical Format: Plans and paper files

Retention Period: By Branch - 5 years
By Record
Centre - 10 years

Years Available: 1950 to 1964 - Cooksville
1965 to date retained

Department/
Ministry/Agency: Lands and Forests
Branch and Section: Lands and Waters
Land Use Coordination

File Name: Land Evaluation Files

File Objective: Operational records, used to keep an up-to-date record of land evaluation.

File Description: This series contains memoranda, reports, and related correspondence on Ontario Land Inventory, capability of public land to support wildlife, recreational land use potential, used to evaluate and determine the productivity of certain lands.

File Size:

Key Identifier: Alpha- numerically by subject

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 15 years
By Record
Centre -

Years Available: retain - May 1969 - date
transfer to Archives

Department/
Ministry/Agency: Lands and Forests
Branch and Section: Lands and Waters
Land Use Coordination

File Name: Land Use study files

File Objective: Operational records, used for determining the productivity of certain lands.

File Description: Contains reports on land use studies carried out in various parts of Ontario and related correspondence, used to determine the best uses to which land should be put.

File Size:

Key Identifier: Alphanumerically by subject

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 15 years
By Record
Centre -

Years Available: retain - Jan. 1969 to date
transfer to Archives

SCHEDULE NO:

Department/
Ministry/Agency;
Branch and Section:

Energy and Resources Management
Conservation Authorities Branch
Conservation Planning

File Name:

Official Plan Files

File Objective:

Accumulative record on Development
proposals throughout the Province

File Description:

Reports, Maps, Inventories, Correspondence
dealing with the inspection and analysis
of proposed Municipal Official plans.
Long and short term planning implications
of goals and zoning, analysed with respect
to environmental physical hazards.
Correspondence dealing with special problems
and studies. May include the total
Municipality or specific problem area.

File Size:

Key Identifier:

Alpha - Numerical

Confidentiality Status:

Physical Format:

paper files and plans

Retention Period: By Branch -

By Record
Centre -

Years Available:

retain 1954- to date
transfer to Archives, destroy when superseded

Department/
Ministry/Agency;
Branch and Section:

Ministry of Natural Resources
Division of Parks
Park Management Branch

File Name: Park Interpretation - Research

File Objective: Operational records, used as cumulative data in a study towards definite policy on park interpretation; also to assist in park planning, development, and management.

File Description: Reports on studies and research carried out on subjects pertaining to the park interpretation programme, such as fauna and flora, geology, and natural and/or human history; also studies on specific environments.

(see also Schedules 09-3100, Items 28 and 29.)

File Size:

Key Identifier: Block numeric by park within district

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - Only* (*Transfer to Archives
By Record after interpretation policy
Centre - has been sufficiently defined.

Years Available:

Department/
Ministry/Agency: .
Branch and Section:

Ministry of Natural Resources
Park Management

File Name:

Public Organizations

File Objective:

Operational records, used as guidelines when formulating policies and drafting regulations in the planning, development, and management of provincial parks.

File Description:

Originals and copies of correspondence between public organizations and the branch relating to matters such as safety, tourism, recreation, camping, hiking, hunting, and fishing.

File Size:

Key Identifier: block numeric by subject

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 5 years
By Record
Centre -

Years Available: 1968 to present

Ministry/Agency: Ministry of Natural Resources
Division of Forests
Resource Economics Branch

File Name: Private Landowner Survey in
Southern Ontario

File Objective: To provide data regarding the private,
rural landowners' socio-economic
characteristics and objectives of
land ownership for the purpose of
planning, resource management and
programme evaluation

Basis for the report "Rural Lands
and Landowners of Southern Ontario",
(1972).

File Description: This file contains data on type and
period of land tenure; property
composition; owner socio-economic
characteristics; owner objectives
and attitudes; and, forestry and
recreation activities

File Size: 3,963

Key Identifier: county and township

Confidentiality Status: not confidential

Mode of Storage: paper file, punch card, computer disc

Retention Period: 5 years

SCHEDULE NO: 0193

Department/
Ministry/Agency;
Branch and Section:

Ministry of Natural Resources
Division of Parks
Park Management Branch

File Name:

Sanitation - General

File Objective:

Operational records, used as cumulative data for reference when solving sanitation problems arising in the various parks.

File Description:

Originals and copies of correspondence between Head Office, other ministries, regional and district offices, agencies and individuals, relating to sanitation in parks and covering subjects such as sewage, water systems, pollution, water samples collection programmes, and garbage disposal. Also types of chemicals used for cleaning and sanitation and for insect and weed control. Also includes health officers' reports covering inspections of private holdings within parks.

File Size:

Key Identifier:

Block numeric by park within district

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch - 3 years

By Record
Centre - 7 years

Years Available:

retain - January 1970 to date
transfer Dec. 1965 to Dec. 1969
destroy

Department/
Ministry/Agency;
Branch and Section:

Ministry of Natural Resources
Division of Parks
Park Management Branch

File Name: Sanitation - Water Testing Reports

File Objective: Operational records, used to monitor the purity of water used in parks for drinking and bathing purposes.

File Description: Originals of reports received from Health Department Laboratories indicating tests carried out on water samples collected every season from all provincial parks.

File Size:

Key Identifier: Alphabetic by park within district

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 1 year
By Record
Centre -

Years Available: retain May 1972 to Oct. 1972
Destroy

Department/
Ministry/Agency;
Branch and Section:

Energy and Resources Management
Conservation Authorities Branch
Conservation Planning

File Name: Subdivision Files

File Objective: Accumulative record on Urban Development proposals throughout the Province

File Description: Reports, Maps, Inventories, correspondence dealing with the inspection and reconnaissance of proposed properties for subdivision approvals in the Province. May include environmental component analysis, survey data and specific hazard analysis of the proposed sites. Consents also included.

File Size:

Key Identifier: Alpha - Numerical

Confidentiality Status:

Physical Format: paper files and plans

Retention Period: By Branch - 1 year
By Record
Centre - 10 years

Years Available: retain 1964 to date
destroy (effective after file is closed out (received final approval for registration.))

Ministry/Agency: Ministry of Natural Resources
Engineering Services Branch

File Name: Water Level Records (at Dam Sites)

File Objective: To provide records for the history
of water levels on particular lakes
and rivers

To provide data to calculate flow
records

To provide information in water
resources planning and development

File Description: Contains water level records of
lakes and rivers taken above most
of the dams operated by the
ministry

File Size: 50

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file, graphs

Retention Period: indefinitely/ not decided

FORESTRY AND MINING

(File Titles)

- (1) Annual Report of Workmen's Compensation Claims
- (2) Assessment Work (on mining claims)
- (3) Forest Resources Inventory
- (4) Geographic Location Index Cards
- (5) Historical Geographic Map Files
- (6) Mill Licence Returns (Annual Timber Utilization and Production)
- (7) Pulpchip Reports
- (8) Quarry Permit
- (9) Weather Record

Ministry/Agency:	Ministry of Natural Resources Information Branch Accident Control Section
File Name:	Annual Report of Workmen's Compensation Claims
File Objective:	To determine areas where attention must be centered to control hazardous injury potential situations To provide data for safety officers, districts and branches
File Description:	This file contains a record of injuries and illnesses reported to the Workmen's Compensation Board consisting of a compilation of the types, causes and costs and frequency of occurrences
File Size:	1,000
Key Identifier:	none
Confidentiality Status:	not confidential
Mode of Storage:	paper file
Retention Period:	1½ years

Ministry/Agency: Ministry of Natural Resources
Geological Branch

File Name: Assessment Work (on mining claims)

File Objective: To provide data for the preparation
of compilation reports and maps

To provide a library of unpublished
geological information for public use

File Description: This file contains reports on the
results of prospecting of mining
claims (unpatented) by private
companies and individuals as
required by the Mining Act

File Size: 12,000

Key Identifier: numerical code

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Surveys and Mapping Branch
Division of Lands

File Name: Forest Resources Inventory

File Objective: To provide data for forest resource
inventory, calculation of wood
volumes for resource management and
industry utilization

File Description: This file contains data on the total
area classification by township or
base map and tree volumes by working
groups, age classes and management units

File Size: 50,000 records per year

Key Identifier: township, base map, management unit
or district

Confidentiality Status: confidential within the government

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Department/
Ministry/Agency;
Branch and Section:

Lands and Forests
Surveys and Engineering
Surveys

File Name: Geographic Location Index Cards

File Objective: Operational records, used for obtaining file numbers, patent references, etc., relating to various geographic areas.

File Description: Contains geographic location index cards, used to record geographic area reference numbers, forest resources inventory numbers, township patent dates, mining claims, highway plans, Crown land reserves, islands, geographic surveys and related data.

File Size:

Key Identifier: Alpha-numerically by survey designation

Confidentiality Status:

Physical Format: Cards

Retention Period: By Branch - Only* (* destroy as soon as present card is superseded.)
By Record
Centre -

Years Available: 1950 - to date

Department/
Ministry/Agency;
Branch and Section:

Lands and Forests
Surveys and Engineering
Ontario Geographic Names Board

File Name: Historical Geographic Map Files

File Objective: Operational records, used for reference purposes when making decisions regarding name proposals, changes, and their final approval.

File Description: Forest Resources Inventory base maps containing information on geographic locations, topographic features, orthography, name changes of all Ontario geographic areas, and related correspondence used to establish a system of authorized and official geographic names.

File Size:

Key Identifier: Numeric by geographic area

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 1 year
By Record
Centre -

Years Available: 1965 (Jan.) - date retained
transfer to Archives one year after present
map is superseded.

Ministry/Agency: Ministry of Natural Resources
Division of Forests
Timber Sales Branch

File Name: Mill Licence Returns
(Annual Timber Utilization & Production)

File Objective: To provide data for
1) annual summary for head office*
2) resource utilization estimates
3) assistance in implementing
management and operating plans
4) industrial plant location studies

File Description: This file contains data on the
utilization of timber by source,
land tenures and tree species and
production of lumber, pulp and
other products by type for each
mill licensee in the province

File Size: 900 annual returns

Key Identifier: name of mill licensee and
forest district

Confidentiality Status: confidential within Ministry
*aggregate summary available to public

Mode of Storage: paper file located in district
of mill location

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Division of Forests
Timber Sales Branch

File Name: Pulpchip Reports

File Objective: To provide data for
1) annual head office summary *
2) estimates of resource and
residue utilization
3) industrial plant location studies

File Description: This file consists of annual
listings and a summary matrix of
pulpchip producers and consumers,
indicating transaction volumes

File Size: 100 producers, 30 consumers

Key Identifier: producer or consumer and forest district

Confidentiality Status: confidential within Ministry
*aggregate summary available to public

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Natural Resources
Mining Lands Branch

File Name: Quarry Permit

File Objective: To provide a continuous record of
sand and gravel removed under permit
from a specific parcel of ground

File Description: This file contains data on the amounts
of material removed from specific parcels
of ground under Authority of Quarry permit
with accounting of royalty payments per
cubic yard

File Size: not available

Key Identifier: numerical code

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 20 years depending on location of land
involved

Ministry/Agency:

Ministry of Natural Resources
Forest Fire Control Branch

File Name:

Weather Record

File Objective:

To provide data for correlating events
such as:

- (1) growth or lack of growth of trees
to measurable weather parameters
- (2) dryness of fuels and fire behavior
to measurable weather parameters

File Description:

This file is records containing 30
daily observations of precipitation,
temperature, relative humidity, wind
speed and computation of a fire danger
rating

File Size:

900

Key Identifier:

none

Confidentiality Status:

not confidential

Mode of Storage:

paper file

Retention Period:

indefinitely

APPENDIX E

DATA FILES HELD BY THE ONTARIO MINISTRY
OF HEALTH

INDEX OF APPENDIX E

	<u>Number of File Titles</u>	<u>Begins on Page</u>
Public Health Statistics	58	E-1
Environmental and Occupational Health Statistics	12	E-62
Financial and Manpower Data	20	E-75

PUBLIC HEALTH STATISTICS

(File Titles)

- (1) Admissions of Psychiatric in-patient facilities
(Form 616a)
- (2) Ambulance Call Reports OASIS Call File
- (3) Ambulance Log Book (operating costs, maintenance
costs and performance)
- (4) Ambulance Services Act and Regulations Vehicle-
Vehicle Accidents
- (5) Annual Reports - Local Health Units
- (6) CAPHIS - Computer Assisted Public Health Inspection
- (7) CASH - Computer Assisted School Health
- (8) Census Data Sheet (re: Patients on the books
and Persons in residential units, psychiatric
hospitals and facilities for the retarded).
- (9) Claim Form 118: For institutions for chronically ill
- (10) Claim File
- (11) Communicable Diseases
- (12) Congenital Anomalies Reported Among Live Births,
Still Births, and Infant Deaths
- (13) C.N.R. Dental Car and Four Road Vehicles
- (14) Cottage Pollution Control Program
- (15) Crippled Children - Vital
- (16) Cystic Fibrosis
- (17) Daily Census Summary
- (18) Dairies
- (19) Dairy Statistics
- (20) Discharge Reports for all Persons forms 196D and
196S

- (21) Drugs and Therapeutics
- (22) Frosted Food Locker Plants
- (23) In-Residence Report
- (24) Lincoln and Welland School Health Survey
- (25) Long Stay Report Form
- (26) Maternal Mortality
- (27) Mental Health Data
- (28) Mental Health Inventory Master File
- (29) Mental Retardation Study (Part II)
- (30) Nursing Homes and Homes for Special Care
- (31) OHIP (Enrolement and Medical Information)
- (32) Ontario Dental Health Index
- (33) Ontario Hospital Services Statistical Report
- (34) Out-Patient Claim Form - 134-A
- (35) Out-Patient Therapy Payment Form - 134-B
- (36) Patient Records
- (37) Perinatal Morality Survey
- (38) Periodic Reports of Health Centres
- (39) Private Physiotherapy Expenditures
- (40) Public Health Inspection - General
- (41) Public Health Master
- (42) Public Health Nursing - Annual Report
- (43) Rabies Surveillance
- (44) Resident Data File
- (45) Resident Data File
 - (a) Homes for Special Care
 - (b) Extended Care Program

- (46) School Health Master
- (47) School Sanitary Inspection Reports
- (48) Separation from Psychiatric In-Patient Facilities
(Form 616S)
- (49) Statistical Records - Laboratory
- (50) Stillbirth and Infant Death Records
- (51) Summer Camps (Licences and Inspection Reports)
- (52) Thalidomide Program
- (53) Therapeutic Abortions
- (54) Tuberculosis Control
- (55) Various Ad Hoc Research Survey
- (56) Venereal Disease
- (57) Vital and Public Health Statistical Tabulations
- (58) Waiting List of Persons Requesting Admission to
Facilities for the Retarded

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Admissions of Psychiatric in-patient
facilities (Form 616a)

File Objective: To provide senior management personnel
in the Ministry of Health with (a) current
patient movement data (b) data for annual
publications

To supply information for research studies

To provide Statistics Canada with patient
movement data

To enable other health jurisdictions and
international agencies to follow trends in
mental health morbidity and mortality

File Description: Contains pertinent variables relating to
all persons admitted to psychiatric hospitals,
facilities for the retarded, psychiatric units
of public hospitals, community psychiatric
hospitals, and schedule 2 facilities under the
Mental Health Act, 1967

File Size: 125,000

Key Identifier: a) source document: surname, given names,
address and case book number
b) tape: surname and 2 initials, case book number

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: source document - current year plus previous
computer tape - indefinitely
year

Ministry/Agency: Ministry of Health
Information System Division
Ontario Ambulance Services,
Information System (OASIS)

File Name: Ambulance Call Reports
OASIS Call File

File Objective: To provide data to monitor the casualty care rendered by E.H.S. ambulance fleet including the analysis of the time, space, allocation (labour and capital), casualty care training, communication, cost and casualty care rendered variables of the ambulance system

File Description: Contains data on the time, space, patient observations, casualty care rendered, weather, road conditions for every ambulance call

File Size: 500,000

Key Identifier: call number, insurance number, hospital register number

Confidentiality Status: individual confidential aggregate statistical data not confidential

Mode of Storage: multiple paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Ontario Ambulance Services Information
System

File Name: Ambulance Log Book
(Operating Costs, Maintenance Costs
and Performance)

File Objective: To provide data for control and
evaluation of the performance of
E.H.S. ambulance fleet and for
vehicle research

File Description: Contains data on operating and
maintenance cost and performance
statistics of the vehicles

File Size: 450

Key Identifier: vehicle number

Confidentiality Status: strictly confidential

Mode of Storage: multiple paper files, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Direct Services Division
Emergency Health Services Branch

File Name: Ambulance Services Act and Regulations
Vehicles
Vehicle Accidents

File Objective: To maintain a control of all ambulance
services through background material

File Description: Contains:
Ambulance Services Act 1966 and Draft
Regulations
Vehicle Registration, Insurance Certificate,
basic cost and equipment for each vehicle.
Reports of accident and relevant correspondence

File Size: 1156

Key Identifier: by name and file number, by E.H.S. vehicle
number, by accident number

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Community Health Standards Division
Community Health Protection Branch

File Name: Annual Reports - Local Health Units

File Objective: To provide data to monitor activities
of local health units

File Description: Contains statistics on local health
unit's activities including services
provided and incidence of disease

File Size: 43

Key Identifier: district name and year

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Community Health Standards Division
Community Health Protection Branch

File Name: CAPHIS - Computer Assisted Public
Health Inspection

File Objective: To show the inspection status for each
food or other establishment on scheduled
inspection service

To schedule the next inspection for each
establishment and prepare an inspection
notice showing the last inspection status

File Description: For each establishment: health unit, area
number, establishment number, name and
address, date of last recorded and last
scheduled inspection, date of next scheduled
inspection, inspection status by type of
deficiency

File Size: 7243 establishments in five health units
expanding to two new health units in 1974

Key Identifier: health unit, area number, establishment number

Confidentiality Status: confidential

Mode of Storage: magnetic tape

Retention Period: permanent

Ministry/Agency: Ministry of Health
Community Health Standards Division
Community Health Protection Branch

File Name: CASH - Computer Assisted School Health

File Objective: 1) To show the health status of each school child and his health history in terms of contact with school health services
2) To remind public health units of those children with current health problems
3) To prepare clinic lists of children of in need of service (immunization, vision test, etc.)

File Description: For each school child: health unit, school, S.I. of parent numbers, birth order, surname, given names, immunization history, vision and hearing history, Parent's OHIP number, sex, birthdate, birthweight, TB test, health problems

File Size: first four grades in four health units
accumulation to 13 grades, first grade in eight health units accumulation likewise

Key Identifier: health unit, school, surname

Confidentiality Status: confidential

Mode of Storage: magnetic tape

Retention Period: permanent

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Census Data Sheet (re: Patients on the books
and persons in residential units, psychiatric
hospitals and facilities for the retarded)

File Objective: To provide senior management personnel in
the Ministry of Health with (a) data for
annual publications (b) data for research
studies

To enable other health jurisdictions and
international agencies to follow trends in
mental health morbidity and mortality

File Description: Contains pertinent variables related to all
patients and persons on the books, psychiatric
hospitals and facilities for the retarded

File Size: 600

Key Identifier: surname, two initials, case-book number

Confidentiality Status: strictly confidential. Access permitted
to research workers with written authorization of the
Executive Director, Information Systems

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinitely - tape
paper file and punch card - retained until
controls proved correct

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Claim Form 118: For institutions
for chronically ill

File Objective: To provide data to determine payments

To be used as a statistical source
document and a checking medium for
medical necessity

To provide information to answer
correspondence

File Description: Contains admission and discharge
report including diagnostic information,
residence coding and other statistical
details for all persons deceased in or
discharged from a chronic hospital

File Size: 50,000

Key Identifier: alphabetically by hospital

Confidentiality Status: strictly confidential

Mode of Storage: paper file, computer tape

Retention Period: 1 year .

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Claims File

File Objective: Main input for producing OHIP
insurance statistical reports
and enquiries on physicians

File Description: File contains monthly claims received by
OHIP and weeks put into a condensed format,
i.e., containing only necessary information
to produce medical statistical reports plus
enquiries on physicians profile

File Size: 13 to 14 reels of tapes each month.

Key Identifier: tape label for the month of the year

Confidentiality Status: confidential

Mode of Storage: tapes

Retention Period: 3 years

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: Communicable Diseases

File Objective: To study incidence and prevalence
of any communicable disease

File Description: Contains records of all cases of
some 20 communicable diseases including
typhoid, rabies, whooping cough,
leprosy, etc.

File Size: 100,000

Key Identifier: names of cases for each disease

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 15 years

Ministry/Agency: Ministry of Health
Research and Analysis Division
Research Branch

File Name: Congenital Anomalies Reported
Among Live Births, Still Births,
and Infant Deaths

File Objective: To provide data to determine the
force of mortality from congenital
anomalies among children under one
year of age

To provide a count of the annual
incidence and type of congenital
anomalies observed among live
births, still births

File Description: Contains records of congenital
anomalies reported by physicians
among live births, still births,
and infant deaths in Ontario

File Size: 12,000 for years 1969-72, increasing
3,000 annually

Key Identifier: paper file: name, address, registration number
tape file: registration number and year of birth

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: indefinite

Ministry/Agency: Ministry of Health
Health Promotion Branch
Community Health Standards Division

File Name: C.N.R. Dental Car and Four
Road Vehicles

File Objective: To provide data to compile
annual reports

File Description: Contains a report of dental
treatment provided for school
children in remote northern
areas

File Size: 2

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: 2 years

Department/
Ministry/Agency;
Branch and Section:

Health
Environmental Health Services
Public Health Engineering Service

File Name:

Cottage Pollution Control Program

File Objective:

Provide information for evaluating
adequacy of disposal system and carrying
out follow-up abatement work.

File Description:

Questionnaires on each cottage establish-
ment surveyed, giving complete details
for sanitary survey and details of waste
disposal system, including sketch and
name and address of owner and water sampling
results.

File Size:

Key Identifier:

Alpha-numeric

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch -

By Record
Centre -

Years Available:

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Crippled Children (Vital Information and
History)

File Objective: To provide an information system

File Description: Contains vital information and history
of each crippled child

File Size: 18,000

Key Identifier: birth date and registration no.'

Confidentiality Status: strictly confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Home Care and Medical Rehabilitation
Division

File Name: Cystic Fibrosis

File Objective: To determine financial assistance
to cystic fibrosis cases

File Description: Contains records of financial
assistance provided to cases of
cystic fibrosis for equipment
and drugs

File Size: 465

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Daily Census Summary

File Objective: To provide data to calculate occupancy rates, to check periods of high admissions and discharges and to be used for various surveys

File Description: Contains data on the daily admissions, discharges and deaths, and patient days by type of service

File Size: not recorded

Key Identifier: location and name of hospital

Confidentiality Status: confidential within government

Mode of Storage: paper file

Retention Period: 2 years

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: Dairies

File Objective: To determine the health standards
in order to ascertain the qualifications
of the dairies for the certificate of
approval

File Description: Contains information on all dairies
in Ontario, plus one in Quebec and
three in Manitoba, each must obtain
an annual certificate of approval
from the Ontario Ministry of Health

File Size: 111

Key Identifier: county, address, name

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: Dairy Statistics

File Objective: To enable the Ministry of Health to
check on the quality standards of all
milk products sold in Ontario

File Description: Contains sampling statistics on all
milk products sold in Ontario

File Size: 1500

Key Identifier: county, address and name

Confidentiality Status: confidential

Mode of Storage: in book form

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Discharge Reports for all Persons
Forms 106D and 106S

File Objective: To supply statistics to the Research and
Statistical Division of OHIP and to other
approved sources

To check completion of work at hospitals

To answer correspondence

To check third party cases

To pay hospital claims

File Description: Contains discharge reports for all persons
discharged from or deceased in an active
treatment hospital

(Information includes diagnosis and
surgical procedures, hospital charges
and residence coding)

File Size: 1,300,000

Key Identifier: hospital register number and OHIP certificate
number

Confidentiality Status: strictly confidential
diebold filing machines

Mode of Storage:

1 year

Retention Period:

Ministry/Agency: Ministry of Health
Health Services

File Name: Drugs and Therapeutics

File Objective: To determine the quality, efficacy and
economy of drug products available in
Ontario

File Description: Contains a record of the source of
supply, analysis, certification and
associated factors for each product
processed

File Size: 500

Key Identifier: company, product

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 3 years

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: Frosted Food Locker Plants

File Objective: To determine if plant will be
licensed by the Ontario Ministry
of Health

File Description: Contains inspection reports and
correspondence on locker plants

File Size: 169

Key Identifier: county, address, name

Confidentiality Status: confidential within the ministry

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: In-Residence Report

File Objective: To provide data for purposes of future
studies and for bed need studies

File Description: Contains data on the patients in
hospital at midnight on December 31
including number of patients in hospital
at a point of time, their residence, age,
sex, diagnosis

File Size: 35,000

Key Identifier: location and name of hospital

Confidentiality Status: confidential within the government

Mode of Storage: paper file

Retention Period: 2 years

Department/
Ministry/Agency;
Branch and Section:

Health
Research and Planning
Health Sciences

File Name: Lincoln and Welland School Health Survey

File Objective: To identify unmet health and social needs
of school age children.

File Description: Questionnaires completed by teachers
and public health nurses relative to the
general health of primary school children
attending schools in the counties of
Lincoln and Welland.
Study conducted by Dr. R. S. Lang, Dept.
of Health, and Dr. John Boyd, Department
of Education (Ont. School for Deaf,
Belleville).
No final report made. Compiled for stat-
istical information only.

File Size:

Key Identifier: Alphabetically by School

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch - 0
By Record
Centre - 5

Years Available: Transfer to Archives 1967-1968

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Long Stay Report Form

File Objective: To determine the medical necessity
of a patient remaining in hospital.

File Description: Contains a medical analysis of all
patients who remain in hospital over
thirty days

File Size: 50,000

Key Identifier: alphabetically by hospital

Confidentiality Status: strictly confidential

Mode of Storage: paper file

2 years

Retention Period:

Ministry/Agency: Ministry of Health
Medical and Nursing Branch
Personal Care Standards Division

File Name: Maternal Mortality

File Objective: To study all deaths associated
with pregnancy

File Description: Contains records of deaths
associated with pregnancy - source
documents from hospitals and the
Office of the Registrar General

File Size: 30 to 100 cases yearly

Key Identifier: name, date and place of death

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: indefinite

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Mental Health Data

File Objective: to provide statistical reports for
1) psychiatric hospitals and units
2) facilities for the retarded
3) residential units

File Description: a) a yearly file of the admissions and
separations to/from the facilities
b) an annual census file for each type
of facility

File Size: each file is less than 100,000 records
(1 tape)

Key Identifier: not used routinely (birth date and case
book number and sex)

Confidentiality Status: not available

Mode of Storage: 9 tk. tapes

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Mental Health Inventory Master File

File Objective: To provide data for inventory items
and their stock levels on materials
used for mental hospitals of Ontario
(presently Lake Shore Hospital data
only)

File Description: Contains inventory item description and
stock status and its value by hospitals

File Size: 7,000 records, each with 120 bytes

Key Identifier: hospital number, material code and
record type

Confidentiality Status: non-confidential within government

Mode of Storage: IBM tape (9 tracks)

Retention Period: every 4 months for new generation

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Mental Retardation Study (Part II)

File Objective: To give an accurate description of the characteristics of the patients diagnosed as mentally retarded in provincial and privately operated facilities in Ontario

File Description: Contains a census of patients diagnosed as mentally retarded on the books of psychiatric hospitals, facilities for retarded, schedule 2 facilities under the Mental Health Act, 1967

File Size: 11,000

Key Identifier: surname, two initials, case book number, hospital code number

Confidentiality Status: strictly confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Extended Health Care Program

File Name: Nursing Homes and Homes for Special Care

File Objective: To provide data to monitor standards
of each home and its licence status,
patient load, etc.

File Description: Contains records, reports and correspondence
concerning licensing of homes, placement
and supervision of patients in homes for
special care

File Size: 700

Key Identifier: name and location of home

Confidentiality Status: some aspects are confidential
or restricted

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: OHIP (Enrolment and Medical Information)

File Objective: Data for accounting purposes for
administration of OHIP

File Description: Contains enrolment and medical
information on OHIP subscribers

File Size: approximately 50,000,000

Key Identifier: OHIP number

Confidentiality Status: strictly confidential

Mode of Storage: computer tape

Retention Period: 18 months

Ministry/Agency: Ministry of Health
Community Health Standards Division

File Name: Ontario Dental Health Index

File Objective: To provide dental health indices
To determine the need for dental treatment
To evaluate public health preventive dental programs
To determine the caries attack rates

File Description: Contains dental health records of a random sample of Ontario Elementary School children

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Department/
Ministry/Agency; Health
Branch and Section: Statistics
 Hospital Planning

File Name: Ontario Hospital Services Statistical report

File Objective: Operational record used to provide
 statistics on:-
 (1) Hospital service areas and utilization.
 (2) Plans for hospital needs and requirements.
 (3) Research material for trends per-
 taining to diagnosis and surgical
 procedures.

File Description: A computer produced listing of totals of
 discharges as submitted from all hospitals
 in the Province. Each listing is
 recorded by type, identifiable by the
 following categories:
 1. Residence 3. Surgical
 2. Stay 4. Diagnosis
 The following details are then recorded:
 1. Total Cases 3. Age groups and sex
 2. Total Days 4. Illness type

File Size:

Key Identifier: Category code within Calendar Year

Confidentiality Status:

Physical Format: Bound volumes of computer printouts

Retention Period: By Branch - 3 years
 By Record
 Centre - 12 years

Years Available:

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Out-Patient Claim Form - 134A

File Objective: To make payment for out-patient claims
To answer correspondence
To check third party liability

File Description: Contains a report of all eligible
out-patient claims for payment
(except therapies)

File Size: 450,000

Key Identifier: hospital, date

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 1 year

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: 134 B - Out-Patient Therapy Payment Form

File Objective: To make payment for out-patient therapy
Claims
To answer correspondence
To check third party liability

File Description: Contains a report of all out-patient
therapy treatments for payments

File Size: 250,000

Key Identifier: hospital, date

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 1 year

Ministry/Agency: Ministry of Health
Addiction Research Foundation

File Name: Patient Records

File Objective: To provide data on the characteristics
of patients and statistics such as
number of interviews, source of referral

File Description: Contains demographic information on
patients and patient related events,
i.e., admission, interviews, discharge

File Size: 4,000

Key Identifier: patient number

Confidentiality Status: strictly confidential

Mode of Storage: punch card

Retention Period: not decided

Ministry/Agency: Ministry of Health
Personal Care Standards Division
Medical and Nursing Standards Branch

File Name: Perinatal Mortality Survey

File Objective: To obtain a sufficiently large data base of births, stillbirths, perinatal deaths. To study factors related to perinatal death in Ontario

File Description: Data related to circumstances of birth (and of death if applicable) for each child in each of ten hospitals for the years 1960 and 1961. Cards for the two years are physically separated. There is no code or coloured card to distinguish years

File Size: 51490

Key Identifier: hospital code number within year

Confidentiality Status: confidential to some extent, eg. details of maternal deaths and specific hospital

Mode of Storage: hollarith punch card duplicate to ministry
magnetic tape at University of Western Ontario

Retention Period: permanent

Ministry/Agency: Ministry of Health
Clinic Services Branch
Employee Health Service

File Name: Periodic Reports of Health Centres

File Objective: To record the workload of the centres
To prepare statistical reports of
monthly and annual experience

File Description: Contains health statistics of the services
provided by the 14 Employee Health Centres

Data submitted by the Health Centres is
accumulated on a monthly working record

File Size: 1 working record per month

Key Identifier: date

Confidentiality Status: not confidential within government

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Subrogation

File Name: Private Physiotherapy Expenditures

File Objective: To provide data to advise commission
expenditures in cases of traumatic injury

File Description: Contains details of number of treatments
and related dates plus provisional diagnosis

File Size: 8,000 - 10,000 pa.

Key Identifier: none

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 1 year

Ministry/Agency: Ministry of Health
Northern Ontario Public Health Services
Community Health Protection Branch
Community Health Standards Division

File Name: Public Health Inspection - General

File Objective: To provide data for

- a) reference statistics
- b) setting standards for administration of the health programme

File Description: Contains

- a) reports on inspection of environmental sanitation in industrial and summer camps, schools, and all other aspects of public health inspection rendered by N.O.P.H.S. inspectors to unorganized territory not included within the boundaries of a Health Unit
- b) reports on subjects of general sanitation on which requests for service of a consultative nature have been made by Health Units located in the Northern Region

File Size: 15 7 public health inspectors - direct service
8 health units in Northern Ontario - consultative service

Key Identifier: geographical division

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Public Health Master

File Objective: 1. To provide an information system
2. To provide effective inspection
scheduling for various public health
establishments

File Description: Indexed sequential file

File Size: 40,000 establishments

Key Identifier: health unit, area and establishment

Confidentiality Status: not available

Mode of Storage: disk

Retention Period: infinity

Ministry/Agency: Ministry of Health
Northern Ontario Public Health Service
Community Health Protection Branch
Community Health Standards Division

File Name: Public Health Nursing - Annual Reports

File Objective: To obtain information on the amount
of service given

To identify areas where more services
are required

File Description: Contains the annual reports of public
health nursing

File Size: not available

Key Identifier: none

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Health
Community Health Standards Division
Community Health Protection Branch

File Name: Rabies Surveillance

File Objective: To monitor the incidence of rabies
and use of vaccines

File Description: For each human case: name of patient
and physician, patient age and sex,
treatment date, geographic location,
animal species, vaccine history.
For each animal case: animal species,
vaccine history, geographic location,
date.
Source: physician requests for vaccine
and Federal Department of Agriculture
laboratory reports

File Size: 3500 increasing 100-1200 annually

Key Identifier: year, health unit, surname

Confidentiality Status: confidential within government

Mode of Storage: paper and magnetic tape

Retention Period: permanent

Ministry/Agency: Ministry of Health
Extended Health Care Branch
Homes for Special Care Section

File Name: Resident Data File

File Objective: To provide data for control of
resident location and status
in homes for special care

File Description: Contains resident data documents
and correspondence for homes for
special care
Content Breakdown
a) Individual files on nursing homes
b) Individual nursing home's patients' files
c) Closed nursing home files
d) Closed nursing home patients' files
e) Individual files on approved homes
f) General files
g) Organization files
h) Extended care
i) Hospital and facilities
j) General Resource files

File Size: 7,000

Key Identifier: resident account numbers

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

J70

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Resident Data File
a) Homes for Special Care
b) Extended Care Program

File Objective: To provide data for control of resident
location and status in homes for special
care, and extended care facilities

File Description: Contains resident data documents and
correspondence for homes for special
care and extended care facilities

File Size: 7,000 - homes for special care
33,000 - extended care

Key Identifier: a) resident account numbers
b) OHIP number, birth date

Confidentiality Status: strictly confidential

Mode of Storage: computer tape a) Honeywell
b) IBM

Retention Period: a) 4 generations
b) 8 generations

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: School Health Master

File Objective: 1. To provide an information system
2. To keep track of the health status
of students so as to enable to take
the right action

File Description: sequential file on tape

File Size: about 160,000 records (students)

Key Identifier: health unit, school, social insurance number,
and birth order

Confidentiality Status: not available

Mode of Storage: tape

Retention Period: 3 generations

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: School Sanitary Inspection Reports

File Objective: To provide data for future
environmental health programmes
and for follow-up purposes

File Description: Contains annual school sanitation
inspection reports

File Size: 4895

Key Identifier: none

Confidentiality Status: not confidential (up to local board
of education level only)

Mode of Storage: punch card

Retention Period: not decided

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Separations from Psychiatric In-Patient
Facilities (Form 616S)

File Objective: To provide senior management personnel
of the Ministry of Health with:
(a) current patient movement data
(b) data for annual publication

To supply information for research studies

To provide Statistics Canada with patient
movement data

To enable other health jurisdictions and
international agencies to follow trends in
mental health morbidity and mortality

File Description: This file contains pertinent variables
relating to all persons separated from
psychiatric hospitals, facilities for the
retarded, psychiatric units of public
hospitals, community psychiatric hospitals
and schedule 2 facilities under the Mental
Health Act (1967)

File Size: 125,000

Key Identifier: (a) source data: surname, given names, and
case book number
(b) tape: surname, 2 initials, case book number

Confidentiality Status: strictly confidential - access permitted
to research workers with written
authorization of Executive Director,
Mental Health Division

Mode of Storage: paper file, punch card, computer tape

Retention Period: source documents - current year plus previous
year, computer tape - indefinitely

Ministry/Agency: Ministry of Health
Direct Services Division
Laboratory Services Branch

File Name: Statistical Records - Laboratory

File Objective: To provide data for comparisons of
cost per year

File Description: Contains analysis of the types of specimens,
number of examinations made, number of DBS
units scored by month and year and by
laboratory

File Size: 26

Key Identifier: year and lab

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: monthly data - 2 years
yearly - indefinitely

Ministry/Agency: Ministry of Health
Division - undetermined

File Name: Stillbirth and Infant Death Records

File Objective: For study of stillbirths and infant deaths, in relation to hospital of birth, causes of death, seasonal or geographical incidence of disease; and as a source of information for the National Surveillance of Congenital Anomalies

File Description: a) Infant Death Forms
b) Stillbirth Registration Forms
c) Hospital Form 4 (Report of Stillbirth or Neonatal Death)

File Size: a) 2000 b) 1600 c) 1600

Key Identifier: hospital of death, name

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: through ensuing calendar year

Ministry/Agency: Ministry of Health
Community Health Protection Branch
Community Health Standards Division

File Name: Summer Camps (Licences and Inspection
Reports)

File Objective: To provide data for licensing, for
planning future programmes and for
evaluating the existing licensing
programme

File Description: Contains -
1) applications for a summer camp
license
2) summer camp inspection reports
3) summer camp licences issued

File Size: 518

Key Identifier: file number of geographical location

Confidentiality Status: confidential

Mode of Storage: paper file

Retention Period: 3 - 5 years

Ministry/Agency: Ministry of Health
Personal Care Standards Division
Medical & Nursing Standards Branch
(may be transferred to Direct Services
Division in future)

File Name: Thalidomide Program

File Objective: To provide data to meet the needs of
thalidomide deformed children

File Description: Contains a record of financial costs,
artificial limbs, treatment for children
with thalidomide deformities

File Size: 30

Key Identifier: name

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Therapeutic Abortions

File Objective: To prepare a monthly report on the total
therapeutic abortions performed in Ontario
to forward to Statistics Canada

File Description: Contains data on certificates issued for
and therapeutic abortions performed in
Ontario to forward to Statistics Canada

File Size: 1 report from each of 80 hospitals, per month

Key Identifier: location and name of hospital

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: not decided

Ministry/Agency: Ministry of Health
Direct Services Division
Clinic Services Branch

File Name: Tuberculosis Control

File Objective: To study the incidence and prevalence of tuberculosis case histories of treatment and records of contacts and recent convertors

File Description: Contains records of all cases of tuberculosis since 1960 and of all patients on chemotherapy (treatment and prophylaxis)

File Size: 80,000

Key Identifier: name

Confidentiality Status: confidential

Mode of Storage: paper file, cardex

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Addiction Research Foundation
Research Division

File Name: Various Ad Hoc Research Survey

File Objective: To provide data for epidemiological research designed to map the extent, quantity, frequency, mode and consequences of the use of alcohol and other psychoactive drugs in Ontario

File Description: Contains surveys on

- 1) alcoholism prevalence
- 2) chronic drunkenness
- 3) alcohol buying habits
- 4) alcohol and traffic accidents
- 5) medical prescription drugs
- 6) non-medical drug use by secondary school students
- 7) mortality of alcoholics

File Size: average about 6,000

Key Identifier: project, name or characteristic

Confidentiality Status: not confidential (where data base is a medical record the usual role of confidentiality applies)

Mode of Storage: paper file, punch card, computer tape, photocopy

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Epidemiology Service
Venereal Disease Control Section
Community Health Protection Branch
Community Health Standards Division

File Name: Venereal Disease

File Objective: To assess the incidence and prevalence of venereal disease in Ontario and to maintain a central registry of venereal disease cases in the Province

File Description: Contains records and statistics of cases of venereal disease registered, payments to clinics and drugs supplied

File Size: 150,000

Key Identifier: numeric code (number assigned to each case)

Confidentiality Status: strictly confidential

Mode of Storage: paper file, rotary card indexes

Retention Period: throughout life time of the case

Department/
Ministry/Agency;
Branch and Section:

Health,
Research and Planning
Health Statistics

File Name:

Vital and Public Health Statistical Tabulation

File Objective:

Operational Record used for ready reference
to collected data.

File Description:

Records relating to vital and public
health statistical data collected to
provide an informational base for the
evaluation of health programs.

File Size:

Key Identifier:

Alphabetic by subject

Confidentiality Status:

Physical Format:

paper files

Retention Period: By Branch - 10 years

By Record
Centre -

Years Available:

Ministry of Health
Direct Services Division
Ministry/Agency: Retardation Services Branch
(To be transferred to Ministry of
Community and Social Services as of
April 1, 1974)

File Name: Waiting List of Persons Requesting
Admission to Facilities for the Retarded

File Objective: To enable the Retardation Services Branch
to obtain data on various combinations of
variables pertaining to persons seeking
admission to Facilities for the Retarded

File Description: Contains pertinent variables relating to
all persons on the waiting list for
admission to facilities for the retarded

File Size: 350

Key Identifier: surname, given names, address

Confidentiality Status: strictly confidential

Mode of Storage: peripheral notched card (McBee System)

Retention Period: indefinitely

ENVIRONMENTAL AND OCCUPATIONAL HEALTH

STATISTICS

(File Titles)

- (1) Clinic Card
- (2) Company Files
- (3) Compliance Section - Inspection of Installed X-ray Units
- (4) Electro Mechanical Filing Unit - Pesticides
- (5) Industrial Chest Survey File
- (6) International Nickel Company (A study on exposure to low level pollutants)
- (7) Monthly and Annual Reports of Laboratory Staff
- (8) Pesticides Advisory Board
- (9) Pulmonary Function Tests Results
- (10) Regional Engineering
- (11) Special Subjects on Pesticide Chemicals - Files
- (12) Workmen's Compensation Board Claimant's File

Department/
Ministry/Agency; Health
Branch and Section: Environmental Health,
Occupational Chest Diseases Section

File Name: Clinic Card

File Objective: To record various industries where exposure to hazardous dust has occurred to indicate numbers of all chest x-ray films taken and to show progression of occupational lung disease if this occurs. These records are of much significance if the workman concerned files a claim for occupational disease of the lungs with the Ontario W.C.B.

File Description: Cards indicate name, employer and occupational history of person examined by Occupational Chest Diseases Section. Also included are results of chest x-ray examination.

File Size:
Form Number: Form 3

Key Identifier: Alphabetical

Confidentiality Status:

Physical Format: Cards

Retention Period: By Branch -
By Record
Centre -

Years Available: Clinic cards prior to January 1965 have been transferred to Cooksville

Ministry/Agency: Ministry of Health
Occupational Health Protection Branch
Community Health Standards Division

File Name: Company Files

File Objective: To provide information for authorized personnel in order to assist them in providing information to other government ministries, eg. labour, private physicians, unions and other general public.

File Description: Contains information on industrial operations, health hazards, industrial workers and medical services by regarding industry as companies and subjects related to same

Maintained in Occupational Health Service office to supply information to all authorized personnel on request.

File Size: 10,000 - 13,000

Key Identifier: Alphabetic by name and address

Confidentiality Status: strictly confidential

Mode of Storage: paper file

Retention Period: 10 years

Ministry/Agency: Ministry of Health
Community Health Standards Division
Occupational Health Protection Branch
Radiation Protection

File Name: Compliance Section - Inspection of Installed
x-ray units

File Objective:

- 1) to check if all units comply with regulations in Ontario Regulation 721
- 2) to keep a record of all x-ray units in the province by process of registration for safety inspection and usage
- 3) provide statistics on how many units are in the province and in what area they are used, both geographically and occupationally

File Description:

- a) This file contains information pertaining to the inspection of installed x-ray units in industrial, medical and educational centres or locations
- b) Information and correspondence re: installations of x-ray units, over-dose of radiation exposure and other related matter

File Size: 3,000

Key Identifier: registration number

Confidentiality Status: individual - confidential
aggregate - not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Department/
Ministry/Agency;
Branch and Section:

Health,
Environmental Health Service,
Pesticides Control Service

File Name:

Electro Mechanical Filing Unit -
Pesticides

File Objective:

To ensure that all pesticides used in
Ontario are Registered in Canada

File Description:

Information on all registered pesticide
chemicals in Canada

File Size:

20,000 8" X 5" cards

Key Identifier:

Confidentiality Status:

Physical Format:

Cards - mechanized filing unit

Retention Period: By Branch -

By Record
Centre -

Years Available:

Department/
Ministry/Agency:
Branch and Section:

Ministry of Health
Clinic Services Branch
Direct Services Division

File Name: Industrial Chest Survey File

File Objective: To provide a -
(a) record of dust-exposed employees
(b) record of employees holding health certificates
(c) record of employees rejected for dust-exposure occupational
(d) record of employees with occupational disease of the lungs
(e) record of employees with infectious disease of the lungs

File Description: Contains -
(1) chest x-ray films
(2) chest x-ray reports
(3) pulmonary function test reports
(4) health certificates duplicates

Files containing forms compiled from clinic cards and x-ray films, also contain correspondence related to chest x-ray examination and medical reports on employees with abnormalities noted in x-rays.

Contain information concerning number of employees exposed to hazardous dust and summaries of abnormal findings. These records are useful since they indicate companies with bad performance records as shown by adverse health conditions among employees

File Size: 900 Plants

Key Identifier: Name, Age, S.I.N.

Confidentiality Status: individual - confidential
summaries - published

Physical Format: paper file, x-ray film

Retention Period: By Branch - indefinitely
By Record Centre -

Years Available: files prior to January 1963 have been transferred to records centre, Cooksville.

Ministry/Agency: Ministry of Health
Community Health Standards Division
Occupational Health Protection Branch

File Name: International Nickel Company
(A study on exposure to low level pollutants)

File Objective: a) to provide data to conduct a comparative study of the morbidity and mortality rates of workers exposed to low level pollutants (sulphur dioxide in this case) to outside occupations in an attempt to assess the effects of continued exposure to low level pollutants

b) for a basis of recommendations for Workmen's Compensation Board Claims and controlled processes

File Description: Contains the morbidity and mortality records for various Inco plants in Ontario

File Size: 2,000

Key Identifier: numeric code for certain individual statistical information such as cause of death

Confidentiality Status: confidential

Mode of Storage: paper file, key sort cards

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Direct Services Division
Laboratory Services Branch
Occupational Health Laboratory

File Name: Monthly and Annual Reports of
Laboratory Staff

File Objective: To provide data for the Annual Reports
of the Ontario Ministry of Health

To assess trends in workload as an aid
in planning future requirements for
staff, equipment, etc.

File Description: Contains monthly and annual reports on
the number and nature of analyses, plant
visits, and air samples taken by the
laboratory staff

File Size: not available

Key Identifier: none

Confidentiality Status: individual - confidential
summaries - published

Mode of Storage: paper file

Retention Period: indefinitely

Department/
Ministry/Agency; Health
Branch and Section: Environmental Health
 Pesticides Control Division

File Name: Pesticides Advisory Board

File Objective: Continuity of exterminators marks progressively from an assistants licence to a full license.

File Description: Copies of information on all insecticides, fungicides, rodenticides, herbicides, fumigants etc.

Record of candidates application for a licence and examination marks.

File Size:

Key Identifier: Alphabetical by subject

Confidentiality Status:

Physical Format: tapes and paper files

Retention Period: By Branch - 2 years
 By Record
 Centre -

Years Available:

Department/
Ministry/Agency; Health
Branch and Section: Environmental Health
Occupational Chest Disease Section

File Name: Pulmonary function tests results

File Objective: The results recorded on these cards are important in order to indicate any deterioration in lung function as a result of occupational exposure to dust.

File Description: These cards record the result of annual pulmonary function tests on persons in occupational dust exposure and contain a running record.

File Size:

Key Identifier: Alphabetical

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch -
By Record
Centre -

Years Available:

Department/
Ministry/Agency; Health
Branch and Section: Environmental Health Serv.
 Public Health Engineering Service

File Name: Regional Engineering

File Objective: Record purposes

File Description: Composed of reports of visits re inspections
 of schools, swimming pools, laundromats,
 shopping plazas, institutions

File Size:

Key Identifier: Geographically, activity.

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch -
 By Record
 Centre -

Years Available:

Department/
Ministry/Agency; Health
Branch and Section: Environmental Health
Pesticides Control

File Name: Special Subjects on Pesticide Chemicals -
Files

File Objective: Reference and information

File Description: Pesticides Residue Laboratory Reports;
Monitoring of Pesticides; Statistics of
Sales of Pesticides; Confidential infor-
mation such as DDT, Aldrin, Dieldrin and
Heptachlor

Maintained in Pesticides Control Service

File Size:

Key Identifier: Alphabetic

Confidentiality Status:

Physical Format: paper files

Retention Period: By Branch -
By Record
Centre -

Years Available:

Ministry/Agency: Ministry of Health
Environmental Health Services Branch
Advisory Committee on Occupational
Chest Disease

File Name: Workmen's Compensation Board Claimant's Fi

File Objective: To maintain continuing record on all
claimants so that progress of disease
may be observed and disability assessment
made

File Description: Contains -
1) title of examination reports, chest
x-ray reports, lung function reports
and recommendation to W.C.B. on each
individual
2) file of chest x-ray films

File Size: 160 {records on 110 claimants
[chest x-rays on 50 claimants

Key Identifier: name

Confidentiality Status: strictly confidential

Mode of Storage: paper file, chest x-ray films

Retention Period: indefinitely

FINANCIAL AND MANPOWER DATA

(File Titles)

- (1) HESP. ECP. AC mmyys - ACCEPTED DRUG CLAIMS
- (2) Accounts Payable Cumulative Totals File
- (3) Accounts Payable Detail File
- (4) Accounts Payable Vendor Master File
- (5) Accounts Payable VIBSA Master File
- (6) Annual Return of Hospitals - Form HS-1 Facilities and Service
- (7) Hospital Budgets - Annual
- (8) Hospital Final Settlements
- (9) Hospital Operating Statements - monthly except January
- (10) Inventory of Physical Stock at Fiscal Year End (i.e. Mar. 31)
- (11) Nurse Manpower
- (12) Nursing Assistant Manpower
- (13) Out of Province Claim Form
- (14) Personnel Master File
- (15) Physician Manpower
- (16) Physiotherapist Manpower
- (17) Physiotherapist Claim Form 151
- (18) Project File - Financial Services
- (19) Room Measurement Records
- (20) Third Party Recovery File (Form 115 Hospital Accident Reporting)

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: HESP.ECP. ACmmmyys - ACCEPTED DRUG CLAIMS
mm - two digit month
yy - two digit year
s - section or run within month

File Objective: The file contains all drug claims which
have been considered valid and subsequently
paid by Finance & Accounting

This File is for historical purposes as well
as preparing claims to Federal Government
for welfare cost sharing

File Description: - system ID 'ECP'
- batch # pharmacy #
- information pertaining to recipient
- OHIC #
- Birth Date
- Sex
- Name
- Health Program
- Facility Number
- drug data
- # of Prescriptions
- Total Prescription Amount
- Total Professional Fee
- Total Over the Counter Drug Amount

File Size: cumulative - 20,000 records/month

Key Identifier: OHIC #, birth date, sex

Confidentiality Status: for extended care and HSC

Mode of Storage: tape - 9 trk / 1600 BPI

Retention Period: not yet decided

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Accounts Payable Cumulative Totals File
(APM006CUMM)

File Objective: The objective of this file is to retain the
cumulative spending amounts for each
Administrative Unit for the Accounts Payable
Month-End Reports to the current fiscal year

File Description: The file consists of various types of summaries
consisting of the Numeric Identification,
Report Type, Summary Level, Descriptive name,
cumulative spending amount and yearly
appropriation

File Size: approximately 2,000 records at the beginning
of the year and increases with each month-end
run

Key Identifier: report code, vote, item, branch, section and
common object code of expense

Confidentiality Status: for accounts payable only

Mode of Storage: magnetic tape

Retention Period: to end of fiscal year, last month of fiscal
year is held for indefinite length of time

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Accounts Payable Detail File

File Objective: To store all paid transactions for the
current fiscal year

Used to prepare all Public Accounts Reports

Used to prepare any Special Requests Reports

File Description: Card image of input data card with the
vendor name and processing date appended

File Size: cumulative for current fiscal year at
rate of 35,000 / month

Key Identifier: vote, item, branch, section, COCE, vendor number

Confidentiality Status: for Accounts Payable only

Mode of Storage: magnetic tape

Retention Period: 4 generations, year end file retained
indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Accounts Payable Vendor Master File
(APD007VMF1)

File Objective: The objective of this file is to keep a record of how much has been paid to each vendor and to maintain the current name and mailing address for each vendor. This file is updated in every daily run and therefore shows current status on a daily basis. Used to generate name and address for each Remittance Advice form, which in turn is used by Treasury and Economics to manually type the payment cheque

File Description: The file consists of approximately 22,500 vendors each containing 4 lines of name, 4 lines of address, date on file, date of last name or address change, cumulative invoices amount and date of latest invoice, cumulative other transaction amount and date of last other transaction, and the combined total amount

File Size: 22,500 vendors

Key Identifier: 6 digit vendor number (numeric sequence denotes alphabetic sequence)

Confidentiality Status: for accounts payable only

Mode of Storage: magnetic tape

Retention Period: 4 generations. last file of fiscal year is held indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Accounts Payable VIBSA MASTER FILE
(APDOHVBSA)

File Objective: The objective of this file is to supply the daily and month-end systems with various tables which are used for editing of transaction coding, keeping tract of spending and balances, and to supply descriptive names to all levels of coding. This file represents all the valid expenditure codes

File Description: Each type of record contains a description for each numeric code plus other controlling codes and amounts where applicable

File Size: approximately 1,400 records

Key Identifier: vote, item, branch, section, common object
code of expense

Confidentiality Status: for accounts and payroll only

Mode of Storage: magnetic tape

Retention Period: 4 generations. last file of fiscal year is
held indefinitely

Ministry/Agency: Ministry of Health
Information System Division
Statistics Branch

File Name: Annual Return of Hospitals -
Form HS-1 Facilities and Services

File Objective: To produce the annual statistical
publication Hospital Statistics - Public
and Private Hospitals

To provide data for special studies and
planning purposes

File Description: This file contains data on hospital
utilization and on nursing and
paramedical personnel

File Size: 300 per year

Key Identifier: location and name of hospital or its
code number

Confidentiality Status: non-confidential

Mode of Storage: paper file, computer tape, micro film

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Financial Services Division
Financial Controls Branch

File Name: Hospital Budgets - Annual

File Objective: To provide data on the operating costs of all hospitals and other health facilities for review by the Ministry and determination initially of the cash flow to each hospital and related facility

File Description: Contains Annual Operating Budget prepared and submitted by each hospital and related health care facility in the province

File Size: 550 [320 paper files
230 computer tape

Key Identifier: name of hospital or facility

Confidentiality Status: not released outside the government

Mode of Storage: paper file, computer tape

Retention Period: 4 years

Ministry/Agency: Ministry of Health
Financial Services Division
Financial Controls Branch

File Name: Hospital Final Settlements
(Audited Financial Statements and Statistics
Returns) - i.e., Annual Return of Hospitals -
Form HS-2 Finances (federal document) together
with supporting schedules (HF series) as
required in Ontario

File Objective: To provide data on actual historical operation
of each hospital and related facility

To determine final operating funds acceptable
for each calendar year by means of detailed
comparisons with the approved budget

File Description: Contains the annual audited financial
statements with supplementary schedules
and statistical returns of each hospital

File Size: 550 [320 paper file
230 computer tape

Key Identifier: name of hospital and facility

Confidentiality Status: non-confidential

Mode of Storage: paper file, computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Financial Services Division
Financial Controls Branch

File Name: Hospital Operating Statements - monthly
except January

File Objective: To provide data on the actual operating performance of each public hospital, to relate actual performance to the approved budget, and to provide explanations of variances at quarterly intervals. (operating statements for health facilities other than public hospitals are submitted periodically, but not at regular monthly intervals)

File Description: Contains monthly operating statements from hospitals and related health care facilities

File Size: 250 for public hospitals plus the approximate equivalent in total bulk for all other facilities

Key Identifier: name of hospital or facility

Confidentiality Status: not released outside the government

Mode of Storage: paper file

Retention Period: 4 years

Ministry/Agency: Ministry of Health
Direct Services Division
Psychiatric Hospitals Branch and
Retardation Services Branch (the latter
to transfer to Ministry of Community and
Social Services April 1, 1974)

File Name: Inventory of Physical Stock at Fiscal
Year End (i.e., March 31)

File Objective: To compile figures for the Public
Accounts Committee

File Description: Contains year end data on inventory items

File Size: not available

Key Identifier: not available

Confidentiality Status: not confidential

Mode of Storage: not available

Retention Period: seven years

Ministry/Agency: Ministry of Health
Research and Analysis Division
Research Branch

File Name: Nurse Manpower

File Objective: To provide data for
1) Manpower planning
2) Study of trends in specialization
3) Regional differences and trends
4) Analysis attribution, immigration, etc.

File Description: Contains vitae (eg. date of birth, sex, etc.)
education, geographical location, field
of activity and position held by all
registered nurses

File Size: 80,000 annually

Key Identifier: College of Nurses registration number

Confidentiality Status: name and address confidential

Mode of Storage: computer tape 1. annual inventory
2. cumulative history
(beginning with year 1970)

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Research and Analysis Division
Research Branch

File Name: Nursing Assistant Manpower

File Objective: To provide data for
1) Manpower planning
2) Study of trends in specialization
3) Regional differences and trends
4) Analysis attribution, immigration, etc.

File Description: Contains vitae (eg. date of birth, sex, etc.) education, geographical location, field of activity and position held by all registered nursing assistants

File Size: 25,000

Key Identifier: Colleges of Nurses registration number

Confidentiality Status: not confidential but release of names or identifiable records requires College of Nurses of Ontario clearance

Mode of Storage: Computer tape 1. annual inventory
2. cumulative history (beginning with year 1970)

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: Out-of-Province Claim Form

File Objective: To provide data to determine payment
to out of province hospitals for insured
services for Ontario people.

File Description: Contains the forms for all hospitals
outside Ontario which are to be completed
to obtain payment for OHIP insured patients

File Size: 15,000

Key Identifier: alphabetically by hospital and province,
state, etc.

Confidentiality Status: strictly confidential

Mode of Storage: paper file, computer tape

Retention Period: 2 years

Ministry/Agency: Ministry of Health
Information System Division
Systems and Programming Branch

File Name: Personnel Master File

File Objective: To maintain a record of each employee's
status re: location, class, salary, etc.

To update weekly personnel runs and
creating a new Personnel Master File
each time

It is also used as input to Position
Inventory Update runs

File Description: The file contains current and historical
records for each employee (history as far
back as 1965 is kept)

File Size: records size 170 blocked 5
number of items = 165,000

Key Identifier: current key is used for sorting.
Historical Key is used for printing
Key id is S.I.N.

Confidentiality Status: information regarding input and
output is being handled confidentially

Mode of Storage: computer tape

Retention Period: 5 generations

Ministry/Agency: Ministry of Health
Research and Planning Branch

File Name: Physician Manpower

File Objective: To provide distributional or
descriptive data to the Ontario
Council of Health Manpower
Committee on physicians

To determine trends in degree of
specialization, urban-rural ratios
by comparing this data to CMA survey
of 1967 for physicians

File Description: Contains data on physicians including
vitae (eg. date of birth, sex, etc.)
geographical locations, specialization,
major activities and time devoted, mode
of practice

(project completed)

File Size: 10,500

Key Identifier: college of physician and surgeon
licence number

Confidentiality Status: strictly confidential

Mode of Storage: computer tape

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Research and Analysis Division
Research Branch

File Name: Physiotherapist Manpower

File Objective: To provide data for
1) Manpower planning
2) Study of trends in specialization
3) Regional differences and trends
4) Analysis attribution, immigration, etc.

File Description: Contains vitae (eg. date of birth, sex, etc.) education, geographical location, field of activity and position held by all registered physiotherapists

File Size: 2,000

Key Identifier: registration number

Confidentiality Status: confidential

Mode of Storage: magnetic tape

Retention Period: permanent

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Hospital Claims

File Name: .Physiotherapy Claim Form 151

File Objective: To make payment to private physiotherapy facilities
To create statistiss
To check services provided
To answer correspondence
To establish third party liability

File Description: Contains data on private physiotherapist
claiming reimbursement from OHIP

File Size: 61,000

Key Identifier: alphabetically by facility used

Confidentiality Status: strictly confidential

Mode of Storage: paper file, punch card, computer tape

Retention Period: 2 years

Ministry/Agency: Ministry of Health
Financial Services Division
Finance and Accounting Branch
Health Grants

File Name: Project File - Financial Services

File Objective: Data for control of funds

File Description: Contains project approvals and
amendments copies of claims and
requisitions and correspondence

File Size: Provincial and Federal Projects
Approvals for 1973-74 fiscal year

Health Resources Development Plan Projects -	70
Provincial Research P.R. Projects -	76
Federal Grant Projects -	3
	<u>149</u>

Key Identifier: project number

Confidentiality Status: 6 months summary with restricted
circulation

Mode of Storage: paper file

Retention Period: 7 years federal
2 years provincial

Ministry/Agency: Ministry of Health
Institutional Standards Division
Institutional Planning Branch

File Name: Room Measurement Records

File Objective: To provide data to establish official
ratings of the hospitals (these ratings
are used in annual publications)

To provide data for the annual statistical
documents and for investigating complaints
received about charges made for private and
semi-private rooms

File Description: Contains data for each public hospital
listing all patient rooms, showing
classification of service, i.e., surgical,
medical, obstetrics, etc., also dimensions
of room, net floor area, number of beds,
whether private, semi-private or standard
and Ministry's official rating

File Size: 235

Key Identifier: alphabetical by location

Confidentiality Status: not confidential

Mode of Storage: paper file

Retention Period: indefinitely

Ministry/Agency: Ministry of Health
Ontario Health Insurance Plan
Claims Services Branch
Subrogation

File Name: Third Party Recovery File
(Form 115 Hospital Accident Reporting)

File Objective: To provide data to investigate the extent of responsibility of a third party, to determine the cost of insured services involved and to outline the details of the settlement and extents of the commission's recoveries

File Description: Contains -
1. accident reports
2. police report
3. questionnaire form
4. listing of confinements
5. correspondence
6. highly confidential medical information

File Size: 50,000 p.a. (variable)

Key Identifier: a) name of insured person, b) file number

Confidentiality Status: strictly confidential - divulged only on the authorization of the person of whom it is written

Mode of Storage: paper file, punch card, micro film

Retention Period: 2 years - indefinitely in case where future hospital care is necessary

